

## ***Proposed Bylaws, School of Engineering, UC Merced, February 2013***

### **ENG1 FUNCTIONS**

**ENG1.1** The Faculty of the School of Engineering shall conduct the government of the School of Engineering, subject to the following limitations:

**ENG1.1.1** The Faculty is a Committee of the Merced Division of the Academic Senate, is responsible to the Division, and may from time to time be instructed by the Division.

**ENG1.1.2** Graduate study and higher degrees are subject to the rules and coordinating powers of the Graduate and Research Council.

**ENG1.1.3** The Faculty is not responsible for student discipline.

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### **ENG2 MEMBERSHIP**

**ENG2.1** The Faculty of the School of Engineering shall consist of those members of the Academic Senate designated in Merced Division Bylaws.

### **ENG3 OFFICERS**

**ENG3.1** Vice Chair/Secretary will be elected annually from among the voting members, for a two-year service period. The Vice Chair will serve as Chair in the second year of the appointment. The elections shall take place within the last three weeks of instruction of the Spring semester with the start of their terms beginning on the first day of instruction of the Fall semester. A partial term counts as a full term. Duties of the Officers include:

**ENG3.1.1** Representing the Faculty in all appropriate aspects of the School

**ENG3.1.2** Advising the Dean and appointed administrative officers in the administration of the School

**ENG3.1.3** Establishing and maintaining liaison with other Faculties of the Merced Division.

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### **ENG4 COMMITTEES**

#### **ENG4.1 Executive Committee**

**ENG4.1.1** This Committee consists of the Dean of the School, ex officio, and up to the larger of the number of undergraduate programs and seven (7) voting members of the Faculty, elected annually, a Vice Chair, and a Chair. Normally, each undergraduate program will be represented on the Executive Committee. The elected Vice Chair will become the Chair in the second year of service. If the Vice Chair is unable to serve as the consecutive Chair, both the Chair and the Vice Chair will be elected. An election determining the members of the Executive Committee shall take place within the last three weeks of instruction of the Spring semester with the start of their terms beginning on the first day of instruction of the Fall semester.

#### **ENG4.2 Standing Committees**

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The Executive Committee appoints academic senate members of the Engineering faculty to the following committees annually:

**ENG4.2.1 Academic Personnel Committee:** This committee consists of a Chair and a co-chair. The charge to this committee is to form ad-hoc committees for academic performance evaluations, and make sure faculty recommendations are delivered to the Dean in a timely manner, consistent with timing requirements determined by the Academic Personnel office.

**ENG4.2.2 Resources Committee:** This committee consists of a chair and two members. The committee is charged with making recommendations to the Dean as to needed resources to support education and research.

**ENG4.2.3 Curriculum Committee:** This committee should seek to have membership from all undergraduate programs and graduate groups.

### **ENG4.3 AD-HOC Committees**

**ENG4.3.1** Executive Committee may appoint one or more Ad-Hoc committees as needs arise.

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## **ENG5 MEETINGS**

**ENG5.1** The Faculty shall meet at such times as it may determine or at the call of the Chair or the Vice Chair/Secretary. Upon the written request of seven voting members, a special meeting must be called by the Chair or, in his or her absence or disability, by the Vice Chair/Secretary. The call to all meetings must be sent to all members of the School faculty at least five days of instruction prior to the meeting.

**ENG5.2** The Chair of the Faculty is authorized to call informal meetings of the Faculty for the purpose of presentation or discussion of matters of interest to the Faculty or a large group thereof.

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## **ENG6 QUORUM**

**ENG6.1** The lesser of forty percent or fifteen voting members shall constitute a quorum.

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## **ENG7 VOTING REQUIREMENTS**

**ENG7.1** The foregoing Bylaws may be added to, amended or repealed at any regular or special meeting by a two-thirds vote of all the voting members present, provided that written notice of amendment shall have been sent to each member of the Faculty at least five days of instruction previous to the meeting at which the amendment is to be moved. Abstentions will not count in calculation of the two-thirds majority required. No amendment shall be made that is inconsistent with legislation of the Academic Senate or the Merced Division of the Academic Senate.

**ENG7.2** Approval of any other matter brought to a vote of the Faculty requires a majority of votes cast, not counting abstentions.

**ENG7.3** The actual method of voting shall be determined by the eligible voters; subject, however, to the provision that no voter may be denied the option to require a secret ballot.