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Bylaws of the Merced Division

PART I. MERCED DIVISION

Title I. AUTHORITY AND FUNCTIONS

1. The Merced Division is a committee of the University of California Academic Senate. It has authority to:
 - A. Select its own officers and committees and adopt rules for the conduct of its business;
 - B. Receive and consider reports and recommendations from the Faculties of colleges and schools located wholly or partly on the Merced Campus, from its Divisional committees, from local administrative officers, and from other Divisions;
 - C. Originate and take final action on legislation substantially affecting only the Division;
 - D. Establish Faculties in schools and colleges located wholly on the Merced Campus;
 - E. Report directly to the President resolutions on matters of University concern, and copy the Assembly of the Academic Senate;
 - F. Initiate Memorials to the Regents, and Resolutions
 - G. Submit reports and recommendations concerning changes in Senate legislation and other related matters to the Senate or to the Assembly.
 2. The Merced Division authorizes and supervises all courses of instruction in the colleges and schools on the Merced campus, except when otherwise specified in the Bylaws of the University Academic Senate or in the Bylaws of the Regents. The Division recommends to the President of the University all candidates for degrees who complete requirements for those degrees in a school, college, or graduate division subject to the jurisdiction of the Division. Applicable standards will be consistent with those described in the [Division](#) and [Systemwide Senate Regulations](#).
 3. All Merced Division business will be transacted by the Divisional Assembly of the Division except when specified otherwise in these Bylaws.
 4. Members and committees of the Division shall strive always to interpret all provisions of these bylaws in a manner that encourages and enables full participation in the business of the Division for all members, regardless of differences of culture and circumstance, including race, ethnicity, gender, age, religion, language, abilities, neurodiversity, sexual orientation, gender identity, socioeconomic status, geographic region and more (Am 04 May 21).
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Title II. MEMBERSHIP

1. Members of the Division are:
 - A. The President of the University;
 - B. The Chancellor, Vice Chancellors, Provosts, Deans, Directors of academic programs, the Chief Admissions Officer, Registrar, and University Librarian at Merced;
 - C. All members of the Academic Senate of the University of California whose duties lie primarily on the Merced campus;
 - D. Academic Senate members holding statewide appointments only, and not enrolled in another Division, who choose to enroll in this Division by informing the Secretary/Parliamentarian of the Division. These appointments are subject to approval by members of the Divisional Council.
 2. Membership does not lapse because of leave of absence or transfer to emeritus status.
 3. The Committee on Rules and Elections determines whether a person meets the requirements for membership.
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Title III. OFFICERS OF THE DIVISION

1. Chair

A. Term

The Chair of the Division and of the Divisional Council is appointed by the Committee on Committees to serve a one-year term beginning the first day of the Fall semester. The Chair ordinarily succeeds to this office and to Chair of the Divisional Council after serving as Vice Chair of the Division and of the Council in the previous year.

B. Duties

1. Serves as Chair of both the Division and of the Divisional Council.
2. Serves as an *ex officio* voting member of the Assembly of the Academic Senate and of the Academic Council, and as Chair of the Divisional Committee on Assembly Representation.
3. Sits, by invitation or at their own discretion, without vote, in deliberations of any committee of the Division except the Committee on Academic Personnel when personnel cases are discussed and the Committee on Privilege and Tenure when individual grievance or discipline cases are discussed.

4. Refers matters to the officers or agencies of the Division and of the Administration, as appropriate.

2. Vice Chair

A. Term

The Vice Chair of the Division and of the Divisional Council is appointed by the Committee on Committees to ordinarily serve a one-year term that starts on the first day of the Fall semester.

B. Duties

1. Serves as Vice Chair of both the Division and of the Divisional Council.
2. Serves as Chair when the Chair is unable to serve.
3. Presides at meetings of the Divisional Assembly when the Chair is unable to attend.
4. Serves as Acting Chair until a replacement chair is appointed by the Committee on Committees in the event of death, resignation, or prolonged incapacity of a Chair.
5. Performs duties as assigned by the Chair of the Division.
6. Sits, by invitation or at their own discretion, without voting rights, in deliberations of any Division committee except for Committee on Committees and Committee on Academic Personnel when personnel cases are discussed, and the Committee on Privilege and Tenure when individual grievance or discipline cases are discussed.

3. Secretary/Parliamentarian

A. Term

The Secretary/Parliamentarian is appointed by the Committee on Committees to serve a two-year term, subject to reappointment, beginning on the first day of the Fall semester.

B. Duties

1. Prepares the Call and Minutes for each meeting of the Division in accordance with Senate Bylaws.
2. Assumes the duties of Chair in the absence of both the Chair and Vice Chair.
3. Performs such duties as assigned by the Chair of the Division.
4. Maintains a complete file of the Senate of minutes, reports, and agendas of all Divisional committees and other Senate agencies.
5. Serves as Parliamentarian for all meetings of the Division.

6. Issues notices for all meetings of the Representative Assembly to all members of the Division, keeps and distributes the minutes of all such meetings to all members of the Division, and keeps a permanent file of all calls and notices of meetings of the Assembly of the Academic Senate along with any appended material.
7. Sends a copy of the Bylaws of the Merced Division that relate to the work of the committee in question to each committee chair at the beginning of the academic year.
8. Conducts all elections in the Merced Division that require a ballot under the supervision of the Committee on Rules and Elections.
9. Maintains Merced Division archives, including all policies adopted by any Divisional committee.

4. Executive Office

A. The Executive Office of the Division is under the general supervision of the Chair. It includes such analytical, administrative, and clerical employees as are made available to the Division and its committees.

B. Duties

1. Be the depository of all records of the Division.
2. Assist in the preparation and distribution of calls and minutes for meetings of the Division, reports of committees, questionnaires, and other materials required in the work of the Division and its committees.
3. Maintain current files of all minutes, agendas, calls, and reports of standing and special committees submitted to the Division.
4. Establish and maintain files showing the current membership in the Division, the Senate and Divisional committee service of each Division member, and the current membership of all standing and special committees of the Division.
5. Generally assist the officers of the Division in the discharge of their duties as officers.
6. Ensure that all existing records of the Executive Office except those concerning matters not to be reported directly to the Division and for good cause held confidential, are open for inspection by any member of the Division.

5. Divisional Representatives

A. The Merced Division will be represented in the Assembly of the Academic Senate by the Chair of the Division *ex officio* and by the number of Divisional Representatives authorized by the University Academic Senate.

- B. Before February 1 each year, the Secretary/Parliamentarian will initiate the election of the Divisional Representatives. Election of Divisional Representatives will be by ballot in accordance with Bylaw Part I. Title V. 5. If the total number of nominations received is fewer than the number of positions to be filled, plus one, the Committee on Committees will make nominations, for the number of positions to be filled, plus one (Am 07 May 20).
- C. As many Divisional Representatives as there are terms to be filled will be elected each year, and elected Representatives will serve for terms of two years. The Committee on Committees of the Merced Division will appoint Divisional Representatives as necessary to complete any unfulfilled term or terms. No member of the Senate will serve as a Divisional Representative for more than two consecutive terms, but they will become eligible to serve again after the lapse of two or more years following conclusion of their second consecutive term.
- D. First, second and third alternate Divisional Representatives to serve in the absence or disability of any regular Representative of the Assembly will be selected by the Committee on Committees immediately following the election of the regular Divisional Representatives. For this reason, it is desirable if the number of nominations in the annual election of Divisional Representatives exceeds the number of positions to be filled. Each alternate Divisional Representative will serve a two-year term (Am 07 May 20).

6. Removal from Office

- A. Any officer, Divisional Representative to the Assembly of the Academic Senate, committee or council chair, or member of a committee of the Merced Division may be dismissed from a committee assignment for good cause by a two-thirds vote of the Divisional Assembly on the recommendation of the Committee on Committees. Good cause includes the failure to perform the duties of the office or other actions that undermine the effectiveness of a committee or the Division. No one will be dismissed without the opportunity to lay evidence before the Committee on Committees and to answer any charges before the Divisional Assembly.

Title IV. DIVISIONAL COUNCIL

1. Composition

The Divisional Council will be composed of up to 21 members, including:

- A. The Chair and the Vice Chair of the Division, who are also Chair and Vice Chair of the Divisional Council, and Chairs of the following Committees:
 - 1. Academic Personnel
 - 2. Academic Planning and Resource Allocation
 - 3. Committees
 - 4. Faculty Welfare

5. Equity, Diversity and Inclusion
6. Graduate Council
7. Research
8. Undergraduate Council
9. Admissions and Financial Aid

- B. At-Large members are elected by the Division. There will be one at-large member per hundred Senate members or fraction thereof, up to a maximum of nine at-large members.
- C. The Secretary/Parliamentarian of the Division serves as a non-voting member of the Divisional Council.

2. Terms

- A. The Chair and Vice Chair will serve the same terms as their tenure as Chair and Vice Chair of the Division.
- B. Committee Chairs normally will serve during the term of their tenure as Committee Chair. A Committee Chair may designate the Vice Chair of that Committee to serve in their stead on the Divisional Council with approval of the Committee on Committees for one year.
- C. At-Large members will serve two-year terms. Half of these members will be elected each year.
- D. At-Large members will be elected in the same manner and at the same time as members of the Committee on Committees. When candidates are to be elected for both one- and two-year terms, those with larger numbers of votes shall receive two-year terms.
- E. Terms begin on the first day of the Fall semester, unless otherwise designated in Divisional legislation.
- F. A partial term, where a faculty member completes a majority of the appointment, counts as a full term.
- G. Any vacancy between regular elections is filled by the Committee on Committees.

3. Duties

The Divisional Council has the following responsibilities and authority:

- A. Proposes legislation to the Division as it deems necessary.
- B. Acts on behalf of the Division on matters other than legislative matters retained by the Division.
- C. Advises the Division and its officers and representatives on matters of policy.

- D. With the advice of the Committee on Academic Planning and Resource Allocation, the Graduate Council, and the Undergraduate Council, makes recommendations to the Chancellor on the establishment and disestablishment of academic units on the Merced campus, including colleges, schools, and departments.
- E. With the advice of the Committee on Research, makes recommendations to the Chancellor on the establishment or disestablishment of Organized Research Units, centers, institutes, bureaus, and the like.
- F. Receives and distributes to the appropriate agencies reports from Standing and Special Committees of the Division and from academic program and Organized Research Unit review committees. Forwards the formal advice of Standing Committees to the Chancellor.
- G. Coordinates activities of Divisional Standing and Special Committees.
- H. Facilitates and expedites consultations between Administration and appropriate committees of the Division; establishes special committees to study and report to the Divisional Assembly on concerns that are not within the jurisdiction of existing committees; is available for consultation with the Chancellor or Chancellor's designee concerning the establishment of Administrative task forces; communicates with appropriate Divisional committees relative to the establishment of task forces by the campus Administration.
- I. Advises the Chancellor or Chancellor's designee on the performance of principal administrative officers, such as vice chancellors, deans, and associate deans.
- J. Places routine items on a Consent Calendar to be submitted to a meeting of the Division.
- K. Informs members of the Division of its agenda and actions through regularly circulated reports, public forums, Divisional newsletter, or other channels.
- L. Orders a [ballot](#)¹ by mail, if a quorum was not achieved at a Divisional meeting on any matter, including legislation that was presented in the Notice for that meeting.
- M. With the advice of the Committees on Faculty Welfare and Academic Freedom, reports to the Division on matters of University and Faculty welfare and academic freedom, including administrative practices.
- N. Studies and reports conditions that may affect the academic freedom of the University or of individual faculty members.
- O. Sets the size of committees not otherwise specified in these Bylaws.
- P. Approves or denies student petitions that diverge from Divisional Regulations. This authority may be delegated to the appropriate committees of any college or school or to the Undergraduate or Graduate Councils. If the authority is delegated, each committee must submit a report to the Divisional Council at the end of the academic year summarizing the disposition of the petitions brought to it.

- Q. Acts on behalf of the Merced Division in recommending to the President of the University candidates for degrees and honors in a school, college or graduate division subject to the jurisdiction of the Merced Division. At its discretion, the Divisional Council may recommend candidates under suspension of Divisional and Senate Regulations, provided that each petition submitted by a candidate has been approved by the appropriate faculty, or the Undergraduate or Graduate Councils. Such petitions may include those for the awarding of posthumous degrees. The committee, after forwarding its recommendations to the President, maintains in the Academic Senate Office a record of its actions, including separate lists of the names of candidates recommended under suspension of the Regulations.

Title V. DIVISIONAL ASSEMBLY

1. Membership

- A. The Divisional Assembly will include all members of the Division as defined in Bylaw Part I. Title II.

2. Responsibilities and Functions

- A. The Divisional Assembly is empowered to act on behalf of the Merced Division in the transaction of all business not specifically delegated to other committees of the Division, except as limited below. The Divisional Assembly retains the authority, by a majority vote, to review any policy statement of a Divisional committee and to call up for discussion and determination any policy question pending before a Divisional committee.
- B. Except by the consent of two-thirds of the members present, no action of the Divisional Assembly will become effective until forty-one (41) calendar days after the date of the meeting at which the action was taken.

3. Meetings

- A. Regular: The Division holds two regular meetings each academic year, one in the Fall semester and the other in the Spring semester when the Divisional Council presents its State of the Campus message.
1. The Chair and Secretary/Parliamentarian schedule regular meetings.
 2. The call to a Regular Meeting must be sent to all members of the Division at least fourteen (14) calendar days prior to the meeting.
- B. Special

1. A Special Meeting of the Division may be called by the Chair. Upon written request of seven (7) voting members, a Special Meeting must be called by the Chair or, in the event of absence or disability, by the Vice Chair.
2. The call to a Special Meeting must be sent to all members of the Division at least five (5) calendar days prior to the meeting.

C. Emergency

1. An Emergency Meeting may be called by the Chair or, in the event of absence or disability, by the Vice Chair, with the concurrence of a majority of the Divisional Council.
2. The call to an Emergency Meeting must be sent to all members of the Division at least 48 hours prior to the meeting.
3. The order of business shall be that for a Special Meeting. Legislation cannot be enacted nor modified at an Emergency Meeting.

4. Quorum

- A. Fifty (50) voting members of the Division are required for a quorum.

5. Division Elections

A. Notice of Election

The Secretary must send each voting member of the Division a Notice of the Election no fewer than 21 calendar days prior to the election.

B. Nominating Petitions

1. Nominating Petitions must be filed with the Secretary within fourteen (14) calendar days after the Notice of Election is sent.
2. Nominating Petitions must be signed by three (3) Senate faculty members of the Division, must state the school affiliation of the nominee and nominators, and must include a brief biographical statement.
3. The nominee must certify willingness to serve if elected.

C. Ballots

1. At least seven (7) calendar days before the Election, the Secretary/Parliamentarian must provide to each voter, either by mail or electronically, a list of all nominees, stating their nominators and school affiliation.
2. The list of nominees must be accompanied by a ballot listing the nominees alphabetically. In the case of mail ballots, each voter must receive a plain envelope in

which to enclose the marked ballot, and an additional envelope addressed to the Secretary/Parliamentarian to be used for return of the sealed ballot. The envelope addressed to the Secretary/Parliamentarian must have a space for the signature of the voter. For electronic voting, the Secretary/Parliamentarian must use a system that verifies each voter's identity and maintains security. Each voter must be provided access to this system at least seven (7) calendar days before the Election.

3. The voter must be notified that:
 - A. Ballots must be returned to the Secretary/Parliamentarian before or on the day of election;
 - B. A ballot is invalid if more names are marked than there are vacancies to be filled, or if a mail ballot, it lacks the voter's signature on the return envelope;
 - C. A voter with a spoiled ballot may tear it in half and request that the Secretary/Parliamentarian exchange it for a new ballot.
 - D. Voting:
 1. Candidates receiving votes on at least 35% of the valid returned ballots will be declared elected.
 2. If more candidates receive votes on at least 35% of the valid ballots cast than there are vacancies to be filled, those having the highest percentage will be declared elected.
 3. If fewer candidates receive votes on at least 35% of the valid ballots cast than there are vacancies, a second mail ballot must be taken. It must list the nominees not elected but receiving the highest percentage on the first ballot, but not to exceed twice the number of remaining vacancies.
 4. Those receiving the highest percentage on the second ballot are to be declared elected for such vacancies as exist. A tie for the last vacancy is broken by lot.

PART II. COMMITTEES

Title I. APPOINTMENT AND TERM

1. Appointment

- A. The Committee on Committees appoints the Chair, Vice Chair, and Secretary/Parliamentarian of the Division. The appointments shall be reported for confirmation by the Division at the regular Spring meeting of the Division. Unless objection is made and an election called for by a majority vote of those present, the appointments shall stand.

- B. Unless these Bylaws specify otherwise, the Committee on Committees appoints all committees and councils of the Division and designates their Chairs and Vice Chairs, members of special committees as the Division may direct, nominees for appointment to administrative committees when called upon by the Chancellor, and members of the Merced Division to serve on the standing committees of the University Academic Senate. All appointments by the Committee on Committees will be reported to the Divisional Council and to the Division.
- C. No member of the Division holding an administrative title of Chancellor, Vice Chancellor, Provost, Vice Provost, Dean, Associate Dean, Director of Organized Research Units, or titles with equivalent levels of administrative responsibility, may serve as a member of a Divisional committee or council (with the exception of membership in the Divisional Assembly), or as a Senate representative of the Merced Division to any taskforce, committee, or agency (except in a non-voting, *ex officio* capacity as provided in these Bylaws). Chairs of academic departments or programs, or persons with titles with equivalent levels of administrative responsibility, may serve on Divisional committees or councils, or as a representative of the Merced Division, with the exception of membership on the Committee on Academic Personnel, Reserve Committee on Academic Personnel, and the Committee on Privilege and Tenure. (Am 01 June 15)

2. Term

- A. Committees are appointed annually to serve for a term of one year, beginning with the first day of the Fall semester, unless otherwise specified. To assist committees with continuity of expertise, reappointment of some members for a second year will be given strong consideration by the Committee on Committees.
- B. The Vice Chair of each committee will normally succeed to the position of Chair in the following year. The Committee on Committees will normally appoint a new Vice Chair for each committee each year.

Title II. GENERAL FUNCTIONS AND RESPONSIBILITIES; COMPOSITION

1. Classification of Committees (Am 12 Dec 08, Am 04 May 21)

Standing Committees of the Merced Division of the Academic Senate form two categories:

- A. Committees on Faculty and Senate Affairs, without student members;
- B. Committees on Research and Educational Affairs, with student members.

2. General Functions and Responsibilities (Am 12 Dec 08)

- A. Committees may conduct studies and make recommendations as they deem appropriate, consistent with their charge.

- B. Members of the Division have the right to be heard by appropriate Divisional Committees.
- C. Each Committee is responsible to the Division and is obligated to report its actions to the Division, but it also has the right to report concurrently to the Assembly of the Academic Senate.
- D. Committees may make recommendations and render service to the President, the Chancellor, other administrative officers, and individual members of the Division, reporting their recommendations to the Division when such reporting is consistent with the original charge to the committee and is in the best interest of the University.
- E. Committees may adopt rules for the conduct of their business consistent with the Bylaws and Regulations of the Division.
- F. Standing Committees or Councils may appoint (sub) committees from within their membership and may delegate any part of their responsibility to such (sub) committees. The Chair, in consultation with the membership, may appoint any number of individuals or ad hoc committees in response to Senate needs. In so doing, the Chair may consult with the Committee on Committees. However, any Senate member may appeal a decision of such a committee to the Committee that created it.

3. Composition of Committees

A. Committees on Faculty and Senate Affairs

1. Membership

These Committees will be composed solely of Senate [members](#)²

- A. Assembly Representation
- B. Academic Personnel
- C. Committees
- D. Privilege and Tenure
- E. Faculty Welfare (Am 7 May 25, En 17 Jun 25)
- F. Equity, Diversity and Inclusion
- G. Divisional Council
- H. Rules and Elections

B. Committees on Research and Educational Affairs (Am 07 May 20, Am 04 May 21)

1. Membership

These Committees will be composed of Senate members appointed by the Committee on Committees, unless otherwise provided for in these Bylaws, and should include student members:

- A. Academic Freedom (Am 7 May 25, En 17 Jun 25)

- B. Academic Planning and Resource Allocation
 - C. Admissions and Financial Aid
 - D. Graduate Council
 - E. Library and Scholarly Communication
 - F. Research
 - G. Undergraduate Council
2. Student Selection, Appointment, and Participation (Am 21 Mar 07; Am 12 May 22; En 06 Jun 22)
- A. Student members will be eligible to serve on all standing sub-committees of those Committees listed in Bylaw Part II. Title IV.
 - B. Student representatives are nominated for one-year terms to sit with Academic Senate committees. The Committee on Committees will solicit nominations from the student body - for example, through the undergraduate and graduate student associations. Upon subsequent consulting with the appropriate Department/Graduate Group Chair and the corresponding Undergraduate/Graduate Dean, Graduate Dissertation Chair and/or Thesis committee members, the Committee on Committees will then appoint student representatives. The Committee on Committees, by right, may also withdraw the privilege from student representatives who violate the rules of conduct, or, in flagrant instances, debar such student representatives from the committee in question for a specific period of time. The ongoing function of Merced Divisional Committees will not be impeded by an absence of approved student nominees. In the event of a vacancy, the Chair of the Committee on Committees will be notified by the relevant Divisional Committee and will issue a call for nominations. Nominees thus identified are subject to the above terms regarding their seating. (Am 12 May 22; En 12 Jun 22)
 - C. Student representatives have the privilege of the floor at committee meetings. They may ask for their positions to be recorded in the minutes (if any), but will not vote or enjoy the other rights reserved for voting members.
 - D. Student representatives will not be present during discussions of confidential matters, nor have access to documents pertinent to such discussions. Normally, confidential matters are defined as those pertaining to any individual member of the academic community, but when warranted, a committee Chair may declare any other matter confidential.
 - E. Student representatives may report to their constituencies on committee transactions, but, both as a courtesy and to confirm the accuracy in reporting are encouraged to show a copy of any report to the Chair of the committee in question prior to its dissemination.
 - F. Student representatives on committees have the right to participate in committee deliberations but do not have voting privileges. On all formal votes in such committees, the student opinions will be recorded and reported separately.

4. Correspondence with Standing Committees of the Academic Senate (see Senate Bylaw 325)
 - A. Academic Personnel, Committee on Committees, Library and Scholarly Communication, and Privilege and Tenure correspond to the Assembly committees of the same names.
 - B. Academic Freedom and Faculty Welfare correspond to the Assembly committee on Academic Freedom and the committee on Faculty Welfare.
 - C. Equity, Diversity and Inclusion corresponds to the Assembly committee on Affirmative Action, Diversity, and Equity.
 - D. Rules and Elections corresponds to the Assembly committee on Rules and Jurisdiction.
 - E. Academic Planning and Resource Allocation corresponds to the Assembly committee on Planning and Budget.
 - F. Admissions and Financial Aid corresponds to the Assembly Board of Admissions and Relations with Schools
 - G. Undergraduate Council corresponds to the Assembly committees on Educational Policy, International Education, and Preparatory Education.
 - H. Graduate Council corresponds to the Assembly Coordinating Committee on Graduate Affairs.
 - I. Research corresponds to the Assembly Committee on Research Policy.
 - J. Library and Scholarly Communication corresponds to the Assembly Committee on Library and Scholarly Communication.
 - K. Divisional Council corresponds to all other Standing Committees of the Assembly.
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Title III. STANDING COMMITTEES ON FACULTY AND SENATE AFFAIRS: THEIR POWERS AND DUTIES

1. Assembly Representation

A. Membership

1. Chair of the Division, who serves as its Chair;
2. Other members of the Division who are *ex officio* voting members of the Assembly of the Academic Senate; (Am 04 May 06)

3. Appointed Divisional Representatives to the Assembly (as prescribed in [Senate Bylaw 105.A.4](#)) appointed for two-year terms, at least half of whom will be elected members of the Divisional Council; and
4. Three alternate Divisional Representatives, designated by the Division Chair to serve in the absence of a regular Representative ([Legislative Ruling 4.71](#)).

2. Academic Personnel (En 25 Jun 24)

A. Membership

This Committee has seven or more members who may be members of other Divisions of the Senate. Members will be full professors or full teaching professors. (Am 18 December 17, Am 03 May 24, En 25 June 24)

B. Term

Subject to reappointment, members will ordinarily serve a three-year term beginning the first day of the Fall semester.

C. Duties

1. Represents the Division in all matters and policies relating to appointments, promotions, and academic personnel matters.
2. Makes recommendations to the Chancellor or designee on appointments, promotions, salaries, and other matters related to faculty quality.
3. Makes an annual report to the Division stating the extent to which its recommendations have been accepted by the University administration. This report shall be sufficiently detailed to inform the Division of the effectiveness of the committee as a liaison between the Division and the administration.

3. Reserve Committee on Academic Personnel (En 25 Jun 24)

A. Membership

The Reserve Committee on Academic Personnel consists of six members who are members of the Division. Membership requirements are the same as those specified in the Bylaws of the Committee on Academic Personnel (CAP). Preferably, members will have previously served on CAP. (Am 03 May 24, En 25 June 24)

B. Term

Subject to reappointment, members will ordinarily serve a three-year term beginning the first day of the Fall semester.

C. Duties

Reviews personnel files of current CAP members, or those who termed off the committee in the preceding academic year, and appeals by faculty members. The membership will be appointed by the Committee on Committees. If Reserve CAP cannot field enough members with sufficient expertise, and without conflicts of interest, to address a particular case, it may add members from other campuses or may convene an ad hoc. The committee will make an annual report to the Division. (En 18 December 17)

4. Committee on Committees

A. Membership, Election and Term of Office

1. This Committee will consist of eight elected members of the Merced Division.
2. Members are elected each year to serve for two years beginning the first day of the Fall semester.
3. No member may be elected for more than two consecutive terms.
4. The Committee is elected by mail ballot conducted in accordance with Senate Bylaws.
5. If, because of vacancies or other circumstances, the number of members that needs to be elected each year gets out of balance (e.g., 5 members due to be elected one year, 3 the next), the Committee may reduce one member's term by one year.

B. Powers and Responsibilities

1. The Committee will select its own chair and vice chair, and make its own rules of procedure that are not inconsistent with the Bylaws of the Senate and the Merced Division. The retiring Committee on Committees will delegate one of its holdover members to call the new Committee on Committees together for the first meeting.
2. The Committee will make appointments to fill vacancies in standing or special committees, or to replace officers of the Merced Division, because of resignation, prolonged illness or disability, or dismissal for cause. In making replacement selections, the Committee will consult in confidence with other committees, appointing bodies, and the Divisional Council. A person appointed to fill a vacancy will take office at once and serve for the full remaining term. The Committee will report such replacement appointments to the Division.
3. When a vacancy in its own membership occurs, the Committee may appoint a member of the Division to serve the unexpired part of the term. In filling a vacancy, the Committee is instructed to give consideration to nominees not elected but receiving the highest vote in the immediately preceding election.
4. The Committee will call for nominees and volunteers from the Faculty to fill positions on committees it appoints, but is not obligated to accept any such nominees and volunteers. No one will be appointed without their consent.

5. The Committee will solicit and ratify nominations of student members to Committees on Educational Affairs from the appropriate undergraduate and/or graduate student government organizations.
6. The Committee will try to avoid appointing Senate faculty to more than one standing Senate Committee. The particularly sensitive functions of CAP, RCAP, and P&T require that especially careful consideration be given to avoid potential or perceived conflicts of interest between service on those committees in conjunction with CoC service.
7. The committee will consult with the Equity, Diversity and Inclusion Committee to address matters related to Equity, Diversity and Inclusion.
8. The Committee will consult in confidence with other committees and with the Divisional Council when making appointments, taking into consideration whether new committee assignments will be overly burdensome for any given faculty member.
9. The Committee will send a letter of appointment to every appointee specifying the term of the appointment, the charge, and the duties of the appointee's committee.

5. Privilege and Tenure

A. Membership

This Committee has at least five members. One of these members should be from another Division.

B. Duties

1. Takes cognizance of all matters affecting the privilege or tenure of officers of instruction of the Division.
2. The principles and procedures governing its conduct are set forth in Senate Bylaws [334](#), [335](#), [336](#), and [337](#).
3. Advises the Chancellor or Chancellor's designee, the Divisional Council, and Senate members on general policies involving academic privileges and tenure.
4. Maintains statistical records of grievance, disciplinary and early termination cases at the Merced Division.
5. At the conclusion of any grievance, disciplinary, or early termination case, the Committee will promptly report its findings of fact, conclusions, recommendation, and record of the proceedings to the Chancellor, the Chair of Divisional Council, the Chair of the Divisional Committee on Privilege and Tenure, and the Chair of the University Committee on Privilege and Tenure. The findings, conclusions, recommendations, and record of the proceedings shall be confidential to the extent allowed by law and UC policy.

6. Faculty Welfare (Am 7 May 25, En 17 Jun 25)

A. Membership

This Committee is composed of at least four members of the Merced Division, with at least one faculty member per School. The Vice Provost for Academic Personnel serves as an *ex officio* non-voting member. At least one of the members should be a full professor. Efforts should be made to recruit a retiree or emeritus/a faculty.

B. Duties

1. The Committee Chair or a designee serves as the Division Representative to the Systemwide Committee on Faculty Welfare.
2. Reviews and discusses, in a timely fashion, matters concerned with the welfare of both regular and emeriti faculty, including, but not limited to, salaries, benefits, insurance, retirement, housing, childcare, office space, intra-group relationships, and conditions of employment. On matters related to diversity, equity, and inclusion, the Committee shall actively consult with the Equity, Diversity, and Inclusion (EDI) Committee to ensure alignment with institutional goals and to promote an inclusive and supportive environment for all faculty members.
3. Advises the Faculty on proposed changes or improvements concerned with the welfare of the Faculty.
4. Initiates studies and reports on faculty welfare and potential violations of ethics and/or academic conduct.
5. As needed reviews, evaluates and proposes revisions to institutional policies and procedures as they relate to faculty welfare.

7. Equity, Diversity and Inclusion

A. Membership

This Committee is composed of at least four members of the Merced Division, preferably at least one faculty member from each School. The Vice Provost for Academic Personnel and the Chief Diversity Officer serve *ex-officio*. (Am 12 May 17, Am 04 May 21)

B. Duties

1. The Committee Chair or designee serves as the Division Representative to the Systemwide University Committee on Affirmative Action, Diversity, and Equity.
2. Initiates studies and reports on campus diversity, equity, and inclusion.
3. Acts for the Division in all matters of equity, diversity, and inclusion in general, and in reference to underrepresented faculty populations in particular.

4. As needed, reviews, evaluates and proposes revisions to institutional policies and procedures as they relate to equity, diversity, and inclusion.
5. Reports to the Division on recruitment, promotion, and retention of faculty from underrepresented groups. The Committee provides advice to the Academic Senate on issues relating to diversity and equal opportunity in the University community.
6. Reviews information on diversity, equity, and inclusion provided by campus and systemwide administration, and advises the Division and the administration accordingly.

8. Rules and Elections

A. Membership

This Committee consists of at least three faculty members of the Division, preferably at least one from each School. The Secretary/Parliamentarian of the Division will serve as Chair of this Committee.

B. Duties

1. Prepares, and reports for action by the Divisional Assembly, such changes and additions to the Bylaws and Regulations as it may deem advisable; submits to any Faculty of the Merced Division such changes and additions to their Bylaws and Regulations as it may deem advisable. The Committee is authorized to make editorial and conforming non-substantive changes in Bylaws and Regulations with regard to numbering, headings, cross-references, organizational titles, details of style, and similar items. It will report such changes to the organization directly concerned.
2. Reviews all changes in Bylaws and Regulations, submitted to the Divisional Assembly or to a Faculty of the Merced Division by other committees or by individuals, to verify and ensure conformity of such proposed legislation with the format and content of the Code of the Academic Senate. The Committee or individual responsible for any proposed legislation found to be incompatible with the Code of the Academic Senate will be informed of the section(s) of the Code with which the proposed legislation is in conflict.
3. Edits and publishes, at intervals as it may deem expedient, the Manual of the Academic Senate, Merced Division.
4. Advises the Chair of the Division as to whether proposed legislation is solely of Divisional concern.
5. Advises the Division, its officers, committees, faculties, and members in all matters of organization, jurisdiction and interpretation of legislation of the Academic Senate and its agencies.
6. Issues, upon a formal request from a member of the Division, legislative rulings interpreting the Code of the Merced Division of the Academic Senate.

- a) Rulings of the Committee in these matters must be published in the Agenda of the first regular Meeting of the Division following the Committee's decision.
 - b) Such rulings are subject to review by the Division, either when the report is created, or by petition signed by twenty-five voting members (25) of the Division. The final date for filing such petition is ten (10) calendar days after the minutes of the Fall or Spring meetings of the Division reporting the decision are distributed.
 - c) If the Division disapproves the report of the Committee, the Committee must at once draft legislation that expresses the intent of the Division.
 - d) Such rulings will remain in effect until modified by legislative or Regental action.
 - e) All rulings of the Committee on Rules and Elections not superseded by legislative or Regental action will appear in an appendix of the Divisional Manual.
7. Advises the Registrar regarding disposition of their responsibilities in administering the Regulations of the Academic Senate and its agencies.
 8. Supervises all elections of the Division in accordance with rules determined by the Merced Division. The committee also oversees voting by ballot on propositions submitted to the Merced Division.
 9. Ensures that the Bylaws promote and support the representation of equity, diversity and inclusion within the Merced Division.

Title IV. STANDING COMMITTEES ON RESEARCH AND EDUCATIONAL AFFAIRS: THEIR POWERS AND DUTIES (Am 07 May 20, Am 04 May 21, Am 7 May 25)

These committees include Senate and student members. Student members are appointed, and will serve, in accordance with provisions of [Bylaw Part II. Title II.3.B.2.](#)

1. Academic Freedom (Am 7 May 25, En 17 Jun 25)

A. Membership

1. This Committee is composed of at least four Senate faculty members of the Merced Division, one non-Senate Faculty, and one student representative appointed by the Graduate Student Association (GSA). The graduate student representative will be identified at the beginning of the academic year. They may offer comments by email and/or attend meetings at their discretion. Senate membership should include at least one representative from each school, with at least one faculty member per School. At least one of the members should be a full professor. The Vice Provost for Academic

Personnel, the non-Senate Faculty, and the graduate student representative serve as *ex officio* non-voting members.

B. Duties

1. The Committee Chair or a designee provides *ex-officio* representation on the Protest Oversight Group (POG). The Committee Chair (or designee) serves as the Division Representative to the Systemwide University Committee on Academic Freedom (UCAF). The POG representative shall attend all POG meetings, provide an Academic Senate perspective on matters related to the POG, and regularly report to the Committee on Academic Freedom and to the Divisional Council.
2. Reviews and makes recommendations with respect to any University-related issues that may affect the academic freedom of the University Community. It is understood that academic freedom includes, but is not necessarily limited to, free inquiry and exchange of ideas, the rights to present material relevant to a course of instruction, to publish or disseminate controversial material or information and to perform research in academic areas. It is understood that academic freedom is to be conjoined with academic responsibility in accordance with [APM 010](#).
3. As needed reviews, evaluates and proposes revisions to institutional policies and procedures as they relate to academic freedom.

2. Academic Planning and Resource Allocation

A. Membership

This committee consists of at least six members of the Merced Division and two student members: a Chair, a Vice Chair, the Vice Chair of the Division, one Senate member from each School, one graduate student representative, and one undergraduate student representative. The graduate student and the undergraduate student representatives will be identified at the beginning of the academic year. They may offer comments by email and/or attend meetings at their discretion. They will not be expected to attend most meetings. Senate membership should include broad representation from schools and academic programs. Final membership is determined by the Committee on Committees, but it is expected that this will include consideration of the diversity of the members.

B. Duties

1. Meets with the Chancellor or Chancellor's designee at the beginning of each academic year for a briefing on all sources of revenue for the Merced campus, the allocation of revenue to units of the campus, and budgetary planning for the succeeding academic year.
2. Assesses budgetary proposals and requests, including requests for allocation of faculty positions (FTE) for succeeding academic years. These assessments should be mindful of issues of diversity and equity in terms of hiring and resource allocation.

3. Confers with and advises the Chancellor or Chancellor's designee and Divisional administrative agencies regarding policy on academic planning, budget and resource allocations.
4. Reviews academic units and degree programs as they relate to academic planning, budget, and resource allocation, and reports thereon to the Chancellor or Chancellor's designee and/or to the Divisional Council and Divisional Assembly as appropriate.
5. On matters relating to academic planning and budget, receives reports from, and maintain liaison with, the Undergraduate Council, the Graduate Council, and the Committee for Equity, Diversity and Inclusion.
6. Reports regularly to the Divisional Council and the Divisional Assembly on matters under consideration.
7. Receives reports from, and maintains liaison with, the University Committee on Planning and Budget.

3. Admissions and Financial Aid (En 17 Jun 20; En 25 Jun 24)

A. Membership

This Committee consists of at least three members of the Merced Division, one student member appointed by the Associated Students of UC Merced (ASUCM), and one student member appointed by the Graduate Student Association (GSA). The undergraduate student and the graduate student representatives will be identified at the beginning of the academic year. They may offer comments by email and/or attend meetings at their discretion. Senate membership should include at least one representative from each school. The Merced Representative to the Systemwide Board of Admissions and Relations with Schools (BOARS) serves as Chair of the Admissions and Financial Aid Committee and serves for one year. The Vice-Chair of the Committee will normally succeed to the position of Chair the following year. The Senate faculty are voting members. The Director of Admissions and Outreach, the Vice Chancellor for Student Affairs (or designee), the Director of Financial Aid and Scholarships (or designee), and the student representatives are ex officio non-voting members of the Committee. The final membership is determined by the Committee on Committees. (Am 07 May 20, Am 04 May 21, Am 03 May 24, En 25 June 24)

B. Duties

1. Sets campus admissions policy.
2. Considers matters related to admissions such as eligibility requirements, enrollment, financial aid, and relations with Schools.
3. Considers the weighting of academic and non-academic criteria for the admissions process.
4. Considers appeals to eligibility, admissions, and financial aid decisions.

5. Determines criteria for undergraduate admissions.
6. Advises the Undergraduate Council, the Merced Division and the administration regarding policy and practices related to admissions, access, enrollment, and outreach.
7. Requests from the Office of Institutional Research and Decision Support the development and analyses of institutional data needed to fully inform decisions.
8. Liaises with the Campus Enrollment Strategy Committee, and with administrative units that implement and manage admissions-related policies.

4. Graduate Council

A. Membership

This Committee consists of at least nine members of the Merced Division, one graduate student, and one postdoctoral researcher. Efforts should be made to ensure representation across schools. The Vice Provost and Dean of Graduate Education serves *ex officio*.

B. Duties

1. Makes policy for post-baccalaureate education, including graduate and postdoctoral appointments at UC Merced, and discharges duties in accordance with the stipulations of [Senate Bylaw 330](#).
2. Grants certificates of admission to qualified applicants for graduate status; admits qualified students to candidacy for degrees to be conferred on graduate students; appoints committees in charge of candidates' studies, who will certify for every candidate before recommendation for a higher degree that the candidate has fulfilled the University requirements pertaining to that degree. The Graduate Council may delegate all or part of these authorities to the Vice Provost and Dean of Graduate Education.
3. Makes recommendations to the Senate Coordinating Committee on Graduate Affairs, subject to approval by the Merced Division, concerning new graduate programs leading to existing graduate degrees, the establishment of new graduate degrees, and any substantial change(s) to existing graduate programs.
4. Authorizes, supervises and regulates all graduate courses and graduate programs of instruction. The Graduate Council will coordinate with the Undergraduate Council in carrying out these duties for conjoined graduate courses and will consult with Graduate Group Chairs, as appropriate.
5. Periodically reviews and evaluates all graduate programs of study in coordination with the Undergraduate Council and the Periodic Review Oversight Committee, as appropriate.

6. Acts on behalf of the Division in reviewing recommendations from the Graduate Division concerning the award of graduate degrees, certificates, and Honors (see [Bylaw Part IV.I](#)).
7. Advises the Vice Provost and Dean of Graduate Education on allocation of graduate student support funds and recommends the award of all fellowships and graduate scholarships and prizes. Annually, Graduate Council determines the Outstanding Teaching Assistant Award.
8. Sets policies and standards for appointment of graduate students to be Teaching Assistants, Teaching Fellows, Research Assistants, and recipients of University Fellowships.
9. Makes recommendations to the Division on the award of prizes to faculty for graduate teaching.
10. Considers any graduate student policy issue or relevant aspect of student affairs insofar as these have educational implications or may affect the academic integrity and quality of the institution, where academic integrity includes an institution free from discrimination, harassment and bullying; advises the Graduate Division, the Executive Vice Chancellor/Provost, and the Chancellor on any such issue. In carrying out this function, the Graduate Council will coordinate with the Undergraduate Council, as appropriate.
11. Consistent with Senate Bylaws [20](#) and [330C](#), the Graduate Council may delegate to the Vice Provost and Dean of Graduate Education routine administrative decisions related to graduate Regulations and policies; and other matters to its committees or executive officers. The Graduate Council will monitor and review these delegated decisions on an annual basis, and revise its delegation guidelines accordingly, with special attention to hidden and implicit biases.
12. Advises the Committee on Academic Planning and Resource Allocation, the Division, the Executive Vice Chancellor/Provost, the Chancellor, and/or their designees on planning, management, and budgetary issues related to graduate education and postdoctoral training needs.
13. Advises on graduate and post-baccalaureate matters of University Extension.
14. Convenes regular meetings, on at least an annual basis, with relevant Senate and school staff.
15. Reviews its Bylaws every three years to assess their effectiveness, with specific attention to anti-racist intentions and the promotion of a diverse, equitable and inclusive campus.

5. Library and Scholarly Communication

A. Membership

This Committee consists of at least four members of the Merced Division and two student members: a Chair, a Vice Chair, at least two Senate members, one graduate student representative, and one undergraduate student representative. The Senate membership should include broad representation from schools. The University Librarian serves *ex officio*. (Am 12 Dec 19)

B. Duties

1. Advises the Chancellor or Chancellor's designee and the Division regarding the administration of the University Library, in accordance [with Standing Order of the Regents 105.2](#).
2. Makes recommendations to the Division on matters concerning the role of the University Library in the acquisition, storage, and provision of scholarly materials, as well as other resources for scholarly communication. These matters include, but are not restricted to, the formulation of University Library policies, recommendations on the development of the University Library budget, the apportionment of related funds, and the allocation of associated space. (Am 12 Dec 19)
3. Maintains liaison with the administration of the University Library on behalf of the Division.
4. Prepares and submits to the Division an annual report on the status of the University Library, as well as related resources for scholarly communication. (En 22 Jan 20)

6. Research

A. Membership

This Committee consists of at least five members of the Merced Division, and one graduate student representative. The Vice Chancellor of Research and Economic Development serves *ex officio*.

B. Duties

1. The Committee Chair or designee serves as the Division Representative to the Systemwide University Committee on Research Policy.
2. Advises the Committee on Academic Planning and Resource Allocation, the Division, and the Chancellor on planning, management, and budgetary issues related to research.
3. Formulates a Senate position on all matters pertaining to research in the Division and acts for the Division in oversight of the Office of Research and Economic Development; makes recommendations to the Chancellor or Chancellor's designee concerning applications by members of the Division for internal research grants for research and travel; advises the Chancellor or Chancellor's designee on matters relating to research policy; and determines policy pertaining to research funds allocated to the Committee.

4. Represents the Division in all matters relating to the review of Organized and Centralized Research Units, Core Facilities, Centers and Institutes, including proposals for and reviews of such units.
5. Acts for the Division in all matters of Research Safety policy and administration, and advises the Chancellor or Chancellor's designee and the Division accordingly.
6. Makes recommendations to the Division on the award of prizes to faculty for research.
7. Ensures that all of the above actions are carried out in a manner to increase and reflect the diversity of the faculty as outlined in UC Regents' Policy 4400.

7. Undergraduate Council

A. Membership

This Committee consists of at least ten members of the Merced Division and one undergraduate student member. Senate membership should include at least one representative from each school that delivers undergraduate programs. The Vice Chancellor for Student Affairs and the Vice Provost and Dean for Undergraduate Education will serve as *ex officio* members.

B. Duties

1. Consistent with the rights of the Faculties under the [Regents Bylaw 40.1](#), establishes policy for undergraduate education on the Merced campus and advises the Chancellor or Chancellor's designee on all matters pertaining to undergraduate education.
2. Reviews, coordinates, and takes final action on all matters relating to courses of undergraduate instruction, including approval of new courses, and modification, withdrawal, conduct, credit valuation, and classification of existing courses.
3. Consistent with the rights of the Faculties under the [Regents Bylaw 40.1](#), approves or declines to approve, in terms of academic merit, the establishment, discontinuation, or modification of undergraduate programs, majors, minors, and certificates; and reports its conclusions to the Divisional Council.
4. Acts on behalf of the Division in reviewing recommendations from the Colleges and Schools concerning the award of undergraduate degrees, certificates, and Honors (see [Bylaw IV. I](#)).
5. Defines the goals and establishes criteria for use in reviewing the quality and effectiveness of undergraduate teaching programs and/or majors and is responsible for undergraduate program review.
6. Establishes policy and exercises authority on academic disqualifications and/or dismissals as well as overall undergraduate academic transcript notations.

7. Initiates and receives proposals for undergraduate instructional improvement and development.
 8. Considers and reports on matters referred to it by the Chancellor or Chancellor's Designee, the Chair of the Division, the Divisional Assembly or any other standing committee of the Merced Division, or by the Faculty of any college or school located wholly or in part on the Merced campus.
 9. Initiates appropriate studies and reports thereon to the Chancellor or the Chancellor's designee and/or to the Divisional Assembly as it may deem appropriate upon local matters of a fundamental character involving questions of undergraduate educational policy.
 10. Exercises in the Division responsibilities regarding preparatory education that are assigned by the systemwide Senate Committee on Preparatory Education and by the Division.
 11. Provides guidance, advice, and supervision regarding all academic matters related to the Education Abroad Program, the University of California Washington, DC (UCDC) and UC Center Sacramento Programs, including student selection, selection of Study Center Directors, and reviews of Study Centers.
 12. Identifies candidates, normally one of its members, to be nominated by the Committee on Committees to serve as the Merced campus representative to the University Committee on Educational Policy, to the University Committee on International Education, and to the University Committee on Preparatory Education.
 13. Nominates members of the Faculty to receive undergraduate Distinguished Teaching Awards and other awards as appropriate.
 14. Advises on undergraduate matters of University Extension.
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PART III. FACULTIES

Title I. GENERAL FUNCTIONS AND POWERS

1. The government and supervision of any college or school established by The Regents on the Merced campus is vested in the Faculty of that college or school, and such Faculty are directly responsible to the Merced Division as a committee of the Division. Nothing in Part III may have precedence over rules established by the Coordinating Committee on Graduate Affairs or the Graduate Council of the Merced Division regarding graduate study and higher degrees.

2. The membership of each Faculty is defined by Bylaws of the Merced Division in accordance with the provision of Academic Senate [Bylaw 45](#). Only voting members of the Academic Senate are eligible to vote in the Faculty or Faculties of which they are members.
 3. Each Faculty is authorized to organize, to select its officers and committees, and to adopt any procedural rules and regulations consistent with Bylaws and legislation of the Academic Senate and the Merced Division. The dean of a college or school is an *ex officio* member of the executive committee of its Faculty. No member of the Division holding an administrative title of Chancellor, Vice Chancellor, Dean, Associate Dean, Director of Organized Research Units or titles with equivalent levels of administrative responsibility may serve as Chair of the Faculty or of the Executive Committee. The chair of a Faculty and members of its executive committee are chosen by the faculty.
 4. Each Faculty is authorized to establish requirements for graduation in addition to University requirements.
 5. Each Faculty is authorized to present to the Divisional Assembly recommendations and proposed modifications of legislation of the Division or of the Academic Senate. At its discretion, a Faculty may delegate portions of its authority to its committees or executive officers. The Merced Division or the Assembly may from time to time impose specific duties on a Faculty.
 6. A Faculty is not responsible for student discipline.
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Title II. LIST OF FACULTIES AND THEIR MEMBERSHIP

1. The Faculties of Merced are:
 - A. School of Engineering
 - B. School of Natural Sciences
 - C. School of Social Sciences, Humanities and Arts
 - D. College One
2. Faculty Membership
 - A. The members of the Faculties of Engineering; Natural Sciences; and Social Sciences, Humanities and Arts are the members of the Merced Division who hold appointments in the corresponding Schools.
 - B. The following are *ex officio* non-voting members of the Faculty of each School: (Am 04 May 06)
 1. The President of the University
 2. The Chancellor at Merced
 3. The Provost and Executive Vice Chancellor
 4. The Dean of the School

- C. The members of the Faculty of College One are all of the members of the Faculties of Engineering, Natural Sciences, and Social Sciences, Humanities and Arts.
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PART IV. DEGREES

Title I. DEGREES, CERTIFICATES, HONORS

1. The Division delegates to the Undergraduate Council its authority to recommend to the Chancellor at Merced, for transmittal to the President of the University, candidates for Undergraduate Degrees, Certificates, and Honors. The Division delegates to the Graduate Council its authority to recommend to the Chancellor at Merced, for transmittal to the President of the University, candidates for Graduate Degrees, Certificates, and Honors.
 2. In reviewing doubtful cases, the Undergraduate and Graduate Councils will consult with the recommending officer(s).
 3. After forwarding their recommendations, the Undergraduate and Graduate Councils will report such action(s) to the Chair of the Divisional Council and at the next regular meeting of the Division.
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PART V. LEGISLATIVE BUSINESS

Title I. VOTING REQUIREMENTS

1. Enactment, amendment or repeal of the Bylaws requires a two-thirds vote of those present and voting at a meeting of the Division or of those voting by mail ballot.
 2. Modification of Regulations requires approval of a majority of those present and voting or of those voting by mail ballot.
 3. All other business requires a majority of the votes cast.
 4. Abstentions will not count in the calculation of the two-thirds vote required for approval of Bylaws or the majority necessary to pass Regulations, or modification of either.
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Title II. MAIL BALLOT

1. A ballot must be held on any issue if a majority of the voting members present at a meeting of the Division so orders. Ballots are held in accordance with Systemwide Senate [Bylaws 95](#) and [340](#).

2. Throughout these Bylaws the term " ballot" shall denote either a mail or electronic ballot.
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Title III. PRIOR NOTICE

1. Legislative Changes

The full text of proposed modification of Divisional or Senate legislation that is to be acted on at a meeting of the Division must be sent at least seven calendar days prior to the meeting.

2. Business Not Noticed

- A. At a Regular Meeting, the Division may take up any other business, except legislation noted in Bylaw V.III.1., whether or not noticed in the call to meeting. But, if not so noticed, such business can be acted upon finally only after members present have consented so to act by two-thirds of the votes cast.

- B. At a Special or Emergency Meeting, Business Not Noticed in the call to meeting can be taken up only after unanimous consent, and can be acted upon finally only after members present have consented so to act by two-thirds of the votes cast.

Title IV. PARLIAMENTARY AUTHORITY

Questions of order not covered by legislation are governed by the “Sturgis Standard Code of Parliamentary Procedure” for all rules of order except that of *division of a Question* in matters that are not covered by Senate legislation. For the division of a Question, Robert’s Rules of Order should apply.

Title V. CONSENT CALENDAR

1. The items of business deemed non-controversial by the Chair and the Vice Chair of the Division may be placed on a Consent Calendar printed in the Notice of Meeting under Special Orders.
 2. Approval of all business on the Consent Calendar requires a single unanimous vote. Any objection to an item on the Consent Calendar shall result in the removal of said item, which then becomes a subject of New Business.
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Title VI. DEFINITIONS (from the Bylaws of the Academic Senate)

1. The term "modification of legislation" denotes enactment of new legislation and amendment or repeal of existing legislation.
2. The term "legislation" denotes only Bylaws and Regulations of Senate agencies.
3. The term "memorial" denotes a declaration or petition addressed to the President for transmission to the Regents.
4. The term "resolution" denotes a declaration or petition to the President not intended for transmission to the Regents.
5. The term "legislative agency" denotes only:
 - A. The Assembly of the Academic Senate;
 - B. A Division of the Academic Senate;
 - C. An Assembly of the Division.

Abbreviations used in reference to Senate legislation are:

A	Approved by the Assembly of the Academic Senate
CC	Conforming Change
EC	Editorial Change
En	Enacted
Rp	Repealed

Glossary of UC Merced and Systemwide Academic Senate Committee Acronyms

AFAC	Admissions and Financial Aid Committee
CAF	Committee on Academic Freedom
CAP	Committee on Academic Personnel
CAPRA	Committee on Academic Planning and Resource Allocation
CFW	Committee on Faculty Welfare
CoC	Committee on Committees
CoR	Committee on Research
CRE	Committee on Rules and Elections
DivCo	Divisional Council
EDI	Equity, Diversity and Inclusion
GC	Graduate Council
LASC	Library and Scholarly Communication
P&T	Privilege and Tenure
RCAP	Reserve Committee on Academic Personnel
UGC	Undergraduate Council

BOARS	Board of Admissions and Relations with Schools
CCGA	Coordinating Committee on Graduate Affairs
COUNCIL	Academic Council
UCAADE	University Committee on Affirmative Action, Diversity, and Equity
UCACC	University Committee on Academic Computing and Communications
UCAF	University Committee on Academic Freedom
UCAP	University Committee on Academic Personnel
UCEP	University Committee on Educational Policy
UCFW	University Committee on Faculty Welfare
UCIE	University Committee on International Education
UCOC	University Committee on Committees
UCOLASC	University Committee on Library and Scholarly Communication
UCOPE	University Committee on Preparatory Education
UCORP	University Committee on Research Policy
UCPB	University Committee on Planning and Budget
UCPT	University Committee on Privilege and Tenure
UCRJ	University Committee on Rules and Jurisdiction

1. Throughout these Bylaws, the use of the term “ballot” applies to both electronic and paper ballots. Please see Bylaw V. II (Mail Ballot).
2. In these Bylaws the use of “Members” refers to “ordinary members”, i.e. not Chair and not Vice Chair, unless specified in the Bylaws.