

## College One Faculty Bylaws

### 1) FUNCTIONS

- a) The Faculty of College One shall conduct the government of College One, subject to the following limitations:
  - i) 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.
  - ii) Graduate study and higher degrees are subject to the rules and coordinating powers of the Graduate and Research Council.
  - iii) The Faculty is not responsible for student discipline.

### 2) MEMBERSHIP

- a) The Faculty of College One shall consist of those members of the Academic Senate designated in Merced Division By-Laws, Part III. Instructors of less than two years service shall not be entitled to vote.

### 3) EXECUTIVE COMMITTEE

- a) The Executive Committee consists of six elected members, two from each School, the Dean of College One, ex officio, and the Vice Chancellor for Student Affairs, ex officio (non-voting). Members are elected to a two-year term. The terms of the two members from each School will be staggered. A member's term will start on the first day of instruction of the fall semester. The Executive Committee may invite ad hoc non-voting consultants to participate in its discussions.
- b) Procedure for Electing Executive Committee Members – By the tenth week of instruction of the spring semester of each academic year, the Vice Chair/Secretary shall send a call for nominations to each of the Chairs of the Faculty Governments of the Schools of Engineering, Natural Sciences, and Social Sciences, Humanities and Arts, specifying the number and types of vacancies which are to be filled. Selection of School nominees shall be by a democratic method, but every nominee must be willing to serve on the Executive Committee, if elected. Each School shall supply a list of nominees to the Vice Chair/Secretary no later than 15 calendar days following the distribution of the call. Each School shall select up to two nominees from among its faculty for each of its vacant positions. Voting shall be by mail ballot of the Faculty as a whole. The ballots shall be distributed in a timely manner after receipt of nominations and voters must return their ballots within 14 calendar days of distribution. Each faculty member may vote for one candidate from each School. In the event that there are both full-term and partial-term vacancies to be filled, the individual receiving the greatest number of votes shall fill the full-term vacancy and the runner-up shall fill the partial term vacancy. If any election should result in a tie, the winner will be determined randomly by flipping a coin.
- c) Officers – The Executive Committee will select from its elected members a Chair and a Vice Chair/Secretary.

- d) Replacing a Vacancy – If an elected member is unable to complete a term of which more than four months remain, the Committee will initiate an election within five days after the Chair has been notified of the impending vacancy. The person elected will serve the vacated portion of the term.
- e) Duties
  - i) To represent the Faculty in all appropriate aspects of College One;
  - ii) To advise and assist the Dean in the administration of the school;
  - iii) To appoint all committees of the Faculty not otherwise provided for in these By-Laws;
  - iv) To establish and maintain liaison with the Executive Committees of the other Faculties of the Merced Division.

#### 4) MEETINGS

- a) 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 College One faculty at least five days of instruction prior to the meeting.
- b) 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.

#### 5) QUORUM

- a) The lesser of forty percent or fifteen voting members shall constitute a quorum.

#### 6) VOTING REQUIREMENTS

- a) The foregoing By-Laws 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.
- b) Approval of any other matter brought to a vote of the Faculty requires a majority of votes cast, not counting abstentions.
- c) 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.