

School of Natural Sciences Faculty Bylaws

1. FUNCTIONS

The Faculty of the School of Natural Sciences shall conduct the government of the School of Natural Sciences, subject to the following limitations:

- a. 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.
- b. Graduate study and higher degrees are subject to the rules and coordinating powers of the Graduate Council.
- c. The Faculty is not responsible for student discipline.

2. MEMBERSHIP

The Faculty of the School of Natural Sciences shall consist of those members of the Academic Senate designated in Merced Division Bylaws, Part III.2.

3. OFFICERS

- a. The Chair, who shall take office on the first day of the Fall semester and shall serve through the end of Summer of the following year. The Chair's duties include:
 - i. To serve as the Chair of the NS Executive Committee.
 - ii. To preside over all meetings of the Faculty of the School of Natural Sciences.
 - iii. To advise the appointed administrative officer(s) in the administration of the School.
 - iv. To maintain liaison with other Faculties of the Merced Division through their elected school officers.
 - v. To assure that Senate rules are followed, such as annual voting on rules governed by Bylaw 55 and elections of officers.
 - vi. Any other such duties as the Faculty shall direct.

- b. The Vice Chair/Secretary, who shall take office on the first day of the Fall semester and shall serve through the end of Summer of the following year. The Vice Chair/Secretary's duties include:
 - i. To serve as the Vice Chair/Secretary of the NS Executive Committee.
 - ii. To preside in the absence of the Chair at meetings of the Executive Committee and the Faculty.
 - iii. To direct the taking and distribution of minutes for meetings of the Executive Committee and the Faculty, the distribution of all calls to meetings, and the maintenance of a current roster of members of the Faculty.
- c. Elections
 - i. Elections for the Chair and Vice Chair/Secretary shall take place during the Spring Semester.
 - ii. The Chair and Vice Chair/Secretary shall be elected annually.
 - iii. Four weeks prior to elections, the Executive Committee shall distribute a call for nominations to the Faculty. Nominations for Chair and Vice Chair/Secretary shall be submitted to the Executive Committee, who shall determine that the nominees are willing to serve.
 - iv. The Chair and Vice Chair/Secretary position shall be filled by the candidate receiving the most "Yes" votes. In the case of a tie, the candidate with the fewest "No" votes will be declared winner. If two (or more) candidates have the same number of "Yes" and "No" votes, a coin flip shall determine the winner.
- d. The Chair and Vice Chair/Secretary shall not be from the same Academic unit.
- e. Replacements
 - i. If the Chair is unable to complete his or her term of office, the Vice Chair/Secretary shall assume the position of Chair.
 - ii. If the Vice Chair/Secretary is unable to complete his or her term of office, either by assuming the office of Chair or for another reason, the Executive Committee shall call for a special election, to be held within four weeks, to elect a replacement Vice Chair/Secretary.

4. EXECUTIVE COMMITTEE

- a. Membership The Committee shall consist of:
 - i. The Chair of Natural Sciences.
 - ii. The Vice Chair/Secretary of Natural Sciences.
 - iii. One Representative from each Academic unit of Natural Sciences, directly elected by that unit.
 - iv. The Dean of the School shall serve as an *ex officio* member.
- b. Officers
 - i. The Chair of Natural Sciences shall serve as Chair of the Committee.
 - ii. The Vice Chair/Secretary of Natural Sciences shall serve as Vice Chair/Secretary of the Committee.
- c. Duties
 - i. To represent the Faculty in all aspects of the School of Natural Sciences.
 - ii. To serve as the primary point of contact between the School of Natural Sciences and the Merced Division Senate Assembly.
 - iii. To appoint all committees of the School not otherwise provided for.
 - iv. To ensure that Academic units carry out all specified annual elections.
 - v. To confer with and advise the Dean or Dean's designee and other administrative agencies regarding academic planning, budget and resource allocations.
- d. Meetings
 - i. The Executive Committee shall meet as necessary, but not less than once per academic term.
 - ii. A majority of the Executive Committee membership shall constitute quorum for the transaction of business by the Executive Committee. There shall be no votes by proxy.

e. Elections and Terms

i. Elections for Academic unit representatives shall be held during the final four weeks of the Spring Semester.

ii. Academic unit representatives shall serve for one year. Individuals that serve for three consecutive terms, whether wholly or in part, are ineligible to serve as Academic unit representatives for at least one year

iii. Terms of office begin on the first day of the Fall semester.

5. 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 School 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.

6. QUORUM

The greater of twenty percent or twenty voting members shall constitute a quorum.

7. VOTING REQUIREMENTS

a. Enactment, amendment or repeal of the Bylaws requires a two-thirds vote of those present and voting at a meeting of the School, or of those voting by mail or electronic ballot.

b. All other business requires a majority of the votes cast.

c. Abstentions will not count in the calculation of the two-thirds vote required for approval of Bylaws or the majority necessary to pass other business. or modification of either.