

BOURNS COLLEGE OF ENGINEERING

BYLAWS

(En 8 November 90)(Am 26, May 94)

EN1 *Membership*

EN1.1 The Faculty of the College of Engineering consists of (a) the president of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the College of Engineering; (e) all members of the Academic Senate who are assigned to the College of Engineering; (f) designated Senate members from other colleges and schools, the number and departmental affiliation of such members to be specified by the Faculty of the College at a regular meeting in each case; and (g) such other Senate members as may be specified by the bylaws of the Riverside Division.

EN1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the College of Engineering.

EN2 *Officers*

EN2.1 The Officers of the Faculty consist of a Chair, a vice Chair, a secretary, and a parliamentarian.

EN2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office for which he/she has been elected, the Secretary-Parliamentarian of the Division shall, within two months, conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term, provided that the unexpired term is longer than six months. In the interim, or in the event that the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair.

EN2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its membership. The term of office is two years.

EN2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its membership. The term of office is one year.

EN2.1.4 The parliamentarian of the Faculty is chosen by the Executive Committee from among its membership. The term of office is one year.

EN2.1.5 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.

EN2.1.6 The Chair assumes office on the first day of September following his/her election at a regular election, or immediately upon completion of the ballot count at a special election. The vice Chair, secretary, and parliamentarian take office immediately upon appointment.

EN3 *Meetings*

EN3.1 Meetings may be called by the Chair of the Faculty or by the Executive Committee. At the written request of ten percent of voting members of the Faculty, the Chair must call a meeting. The Chair must call at least one meeting in each academic year.

EN3.1.1 A quorum consists of thirty percent of the members of the Faculty.

EN3.1.2 A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.

EN3.1.3 The Chair must send, at least five days before each meeting, copies of the call for a meeting together with all pertinent documents to each member of the Faculty. The Faculty shall not change curricular requirements or regulations of the college or its departments or change these bylaws at the meetings at which such proposals for change are first made, unless notice is previously given to all members of the Faculty in a call to the meeting.

EN3.1.4 These bylaws constitute primary rules of order for meetings of the Faculty and of the committees of the Faculty. The order of business is that prescribed in Chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by *Robert's Rules of Order, Newly Revised*.

EN3.1.5 The minutes of every meeting of the Faculty shall be sent to every member of the Faculty within ten days after the meeting.

EN4 *Committees*

EN4.1 There is an Executive Committee consisting of the Chair of the Faculty, *ex officio*; the Dean of the college, *ex officio*; the associate Dean(s) of the college, *ex officio*; and six members of the Faculty as provided in EN4.1.1. An elected member is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one year of non-service. The Chair, vice Chair, secretary, and parliamentarian of the Faculty occupy corresponding offices in the Executive Committee.

EN4.1.1 The elected membership of the committee shall include six members elected from the Faculty, to be distributed as follows: one member chosen from each of the programs in Chemical Engineering, Computer Science and Engineering, Electrical Engineering, Environmental Engineering, and Mechanical Engineering; and one member elected from the Faculty at large of the College. The election is conducted as provided in Chapter 7 of the bylaws of the Division. The first order of business

of the Executive Committee, after the biennial election of the Chair of the Faculty, will be to determine whether the representation formula needs change and to recommend appropriately to the Faculty. (Am 28 May 98)

- EN4.1.1.1** The term of office of members of the Executive Committee is two years. The Chair of the Faculty and three of the elected members of the Executive Committee are elected in the same year; the three other elected members of the Executive Committee are elected in alternate years.
- EN4.1.1.2** The election is held by mail ballot as provided in Chapter 7 of the bylaws of the Division. For purposes of these elections, members of the Executive Committee are considered Officers of the Faculty of the College. Members of the Executive Committee take office on the first day of September following their election at a regular election, or immediately upon completion of the ballot count at a special election.
- EN4.1.1.3** Whenever the Executive Committee determines that a vacancy exists in its membership, the secretary of the Division conducts an election in accordance with the procedure prescribed within these bylaws provided the vacancy is to last more than seven months. A vacancy will be declared to exist and a committee member considered to have resigned if he/she anticipates an absence from the committee of more than seven months. Vacancies of seven months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the Executive Committee.
- EN4.1.2** The Executive Committee has the following functions:
 - EN4.1.2.1** The Executive Committee has general oversight of the academic welfare and discipline of students in the college and has the power to bring before the Faculty any matters that the committee deems advisable.
 - EN4.1.2.2** The Executive Committee appoints all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the Faculty.

- EN4.1.2.3** The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the college, and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division.
- EN4.1.2.4** The Executive Committee acts for the Faculty in the establishment, modification, and discontinuation of majors and minors within the college.
- EN4.1.2.5** The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.
- EN4.1.2.6** The Executive Committee reviews and makes recommendations to the Dean of the college on proposals for the establishment of new departments or modifications of existing departments and reviews the status of all interdisciplinary programs.
- EN4.1.2.7** The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.
- EN4.1.2.8** The Executive Committee assists the Dean on his/her request in matters relating to the administration of the College of Engineering.
- EN4.2** There is a standing Library Committee consisting of three Faculty members appointed annually by the Chair of the Executive Committee and the University Librarian, *ex officio*. The duty of this committee is to advise on the engineering collections in the appropriate University Libraries. The Executive Committee Chair will appoint a Chair of the Library Committee, who will call and oversee all meetings. The Chair of the Library Committee must call a meeting, if requested, by (1) the Executive Committee of the College; (2) any member of the Library Committee or (3) the University Librarian. The Chair of the Library Committee will issue an annual report to the Faculty of the College describing the activities of the committee and the policy decisions of the Library which affect the Faculty.
- EN4.3** There is a standing committee on honors and scholarships consisting of three members of the Faculty appointed by the Executive Committee. The duties of the committee are the judging of the awarding of honors at graduation and evaluation of applications for fellowships and scholarships judged and/or awarded through this college.
- EN4.4** There is a standing undergraduate education committee consisting of the undergraduate advisors from each of the programs in the college and chaired by the associate dean. The duty of this committee is to provide an on-going review of college undergraduate programs and policies. Its advice and recommendations are to be presented to the dean and the departmental chairs, and reported quarterly to the executive committee. (EN 31 May 01)
- EN5** These bylaws and regulations can be amended or suspended only as provided in Chapter 6 of the bylaws of the Division and EN 3.1.3.