

**PROPOSED**  
**California State University, Monterey Bay**  
**College of Science**  
**Bylaws**

**I. Introduction**

§1

Name

*(1) The name of the College is College of Science, California State University Monterey Bay, hereinafter referred to as the College.*

**II. Officers**

§2

Dean

*(1) The Dean is the chief administrative officer of the College and is administratively responsible to the Provost and Vice President for Academic Affairs. The Dean shall be selected and serve in accordance with university policies.*

§3

Associate Dean

*(1) The Associate Deans shall be appointed by the Dean after consultation with the Executive Committee (IV) and any standing committee appropriate to the position, and in accordance with University policy.*

- a. The Associate Dean carries out such duties as are assigned by the Dean including representing the Dean on College Committees.*

§4

Chairs

*(1) Each department will have a Department/School Chair who is administratively responsible to the Dean and responsible to the department's faculty on departmental affairs. The Department Chair serves in accordance with University and Department policies. Department chairs shall be selected and serve a three [3] year term in accordance with university policies.*

- a. Duties as outlined in the University's [Department Chair Appointment and Evaluation Policy](#)*

§5

Additional Officers

- (1) *Other administrative officers may be appointed by the Dean upon consultation with the Executive Committee (IV) and in accordance with University policies.*

**III. The Assembly**

§6

Name

- (1) *The name of this organization is the College of Science Faculty Assembly, hereinafter referred to as the Assembly.*

§7

Authority and Duties

- (1) *The College delegates to the Assembly, its authority and responsibility to develop policies and procedures concerning College academic matters, subject to the Dean's final approval.*
- (2) *The Assembly will formulate, review, revise, and recommend to the Dean all College-wide academic policies and procedures including, but not limited to, matters of personnel, research, curriculum, budget, and physical resources.*
- (3) *The Assembly reserves the right to review recommendations made by the Executive Committee (IV). Any matter may be brought to a vote of the Assembly by the petition of twenty percent [20%] of the Assembly members. The Executive Committee (IV) shall arrange for a faculty meeting on any matter so referred to the Assembly. The meeting shall take place within ten [10] instructional days after receipt of the petition. A majority vote of those present and voting at that meeting shall determine the Assembly's recommendation with respect to the matter referred. The quorum required at such meetings shall be half plus one of the membership of the Assembly.*
- (4) *The Assembly shall be governed by its bylaws provided that nothing in the Constitution and bylaws exceeds its power and authority, as determined by regulations and policies established by the Trustees or the Chancellor of the California State University, or the laws of the State of California. All college policies and procedure shall be subject to University policies.*

§8

Membership

- (1) *The Assembly shall consist of:*
- a. *full-time members (tenured, tenure-track and non-tenure track) who hold academic rank in the College;*
  - b. *part-time faculty whose appointment(s) within the College would qualify for benefits under the collective bargaining agreement;*
    - i. *Six [6] WTUs in the current semester or twelve [12] total WTUs from the previous and current semester.*
  - c. *lecturers who are on 3-y contracts within the College; and*
  - d. *the College's administrators holding academic appointments (as ex officio, non-voting).*

§9

Officers

- (1) *The officers of the Assembly are the members of the Executive Committee (IV) of the College.*

§10

Meetings

- (1) *Meetings of the Assembly will be called by the Dean as needed.*
- (2) *Additional meetings may be called by*
- a. *the Executive Committee (IV), or*
  - b. *a petition of the Assembly as in §7(3).*
- (3) *Chair of the Executive Committee (IV), or his/her designee, presides over meetings.*
- (4) *A quorum of the Assembly consists of at least half plus one of its full-time members [§8, 1(a)].*
- (5) *Matters brought before the Assembly will be approved by a simple majority of those present and voting.*
- (6) *Meeting notices and agendas will be published no less than three [3] working days before meetings in a form accessible to the College faculty and staff.*
- (7) *Assembly meeting minutes will be published no more than one [1] week after approval. Minutes will be approved at the next meeting of the Assembly and made available in a form accessible to the College faculty and staff.*

#### **IV. The Executive Committee**

##### **§11**

##### **Authority and Duties**

- (1) The Assembly delegates its powers to the Executive Committee of the College [with exception of retained powers, outlined in §7(3)]*
- (2) Executive committee is responsible for the following:*
  - a. Advise and consult with the Dean on matters of concern to the faculty of the College.*
  - b. Receive and review reports, in the form of minutes, to the Executive Committee Chair, from all Standing and ad hoc Committees.*
  - c. Review policies and procedures recommended from the Standing Committees and recommend that substantive policy proposals be brought before the Assembly.*
  - d. Periodically review and make recommendations to the Assembly for revisions to these bylaws.*
  - e. Develop and maintain a College Policies and Procedures Manual that contains policies and procedures specific to the College.*

##### **§12**

##### **Membership**

- (1) Members of the Executive Committee are the Dean (non-voting, ex officio), Department/School Chairs, and Committee Chairs of standing committees (except Elections and Service Committee)*
- (2) The Executive Committee shall be named during the spring semester for the following academic year.*
- (3) Election of the Chair of the Executive Committee shall occur during its last meeting of the academic year by those to serve on the Executive Committee the following academic year.*
  - a. Only those members active for the following academic year are eligible to be nominated for Chair.*

##### **§13**

##### **Meetings**

- (1) The Executive Committee will establish a meeting schedule for the academic*

*year. The Chair of the Executive Committee will call at least one [1] meeting each year.*

*(2) Additional meetings may be called by*

- a. the Dean,*
- b. a petition signed by three [3] members of the Executive Committee. These meetings must be held within ten [10] working days of the request.*

*(3) A quorum of the Executive Committee consists of a majority of its membership.*

*(4) Meeting notices and agendas will be published no less than three [3] working days before meetings in a form accessible to the College faculty and staff.*

*(5) Committee meeting minutes will be published no more than one [1] week after approval. Minutes will be approved at the next meeting of the committee and made available in a form accessible to the College faculty and staff.*

## **V. Committees**

### §14

#### General

*(1) There will be five [5] Standing Committees: Curriculum, Research, Budget & Resources, Elections & Service, and Safety.*

*(2) Unless otherwise specified herein, the term of the office of committee members shall be three [3] years on a staggered basis, with the length of initial terms to be determined at the first meeting. Department Chairs shall not serve on Standing Committees of the College.*

*(3) No member may serve more than two [2] consecutive full terms on the same committee and may not serve on more than one [1] Standing Committee simultaneously.*

*(4) Committee membership is terminated when a committee member goes on leave or otherwise becomes ineligible. In such cases, a replacement assembly member will serve the remainder of the term of office.*

*(5) Committees will annually elect a Chair at their last meeting of the spring semester. If more than one person is nominated, the Chair is chosen by majority vote of the committee members in a secret ballot.*

*(6) Committee Chairs are responsible for calling a committee meeting within the first three [3] weeks of each semester. Additional meetings may be called by either the Committee Chair, the Executive Committee Chair, or the Dean.*

*(7) Each Standing Committee will establish and review, in a timely fashion, policies and procedures governing its operation and relating to its charge. These policies*

*and procedures will be in accordance with the relevant University and College policies and procedures.*

- (8) Policies, procedures, and other recommendations from each Standing Committee will be submitted to the Chair of the Executive Committee.*
- (9) Meeting agendas will be published no less than three [3] working days before the scheduled meeting in a form accessible to the College faculty and staff.*
- (10) Meeting minutes will be published no more than one [1] week after approval in a form accessible to the College faculty and staff. Minutes will be approved at the next meeting of the Committee and published as above.*

## §15

### Curriculum Committee

- (1) Charge:*
  - a. Evaluating proposals for course revisions, new courses, program revisions, and new programs from the College for consistency with College and University policies, pedagogy, and their impact on students and departments*
  - b. Reviewing and making recommendations on assessment of student learning outcomes for all academic programs and general education courses*
  - c. Consulting with relevant departments and making recommendations to the Dean on conflicts between departments of the College concerning course offerings*
- (2) The membership consists of the Dean or his/her designee (ex officio, non-voting), an assembly member representative from each department/school curriculum committee, and one [1] elected at-large staff member (non-voting).*
- (3) A quorum of the Curriculum Committee consists of a majority of its voting membership.*

## §16

### Research Committee

- (1) Charge:*
  - a. Making recommendations to the Dean concerning the growth and facilitation of research opportunities.*
  - b. Formulation and recommendation of all College policies and procedures relating to research and scholarly activities.*
  - c. Reviewing, and making recommendations on, applications for assigned*

- time and faculty and student research fund awards.*
- d. Reviewing, and making recommendations on, faculty requests for seed money to generate grants or donations.*
  - e. Making recommendations on competitive proposals*
- (2) The membership consists of the dean, or his/her designee (ex officio, non-voting), up to two [2] assembly members from each Department/School, and one [1] elected at-large staff member (non-voting)*
- (3) A quorum of the Research Committee consists of a majority of its voting membership.*

#### §17

##### Budget and Resources Committee

- (1) Charge:*
- a. Proposing priorities and making recommendations to the Dean for budget and space allocations of the College in accordance with College policies and goals.*
  - b. Annually reviewing the College budget.*
  - c. Examining the University budget model and its impact on the College budget.*
- (2) The membership consists of the Dean, or his/her designee (ex officio, non-voting), College Analyst (ex officio, non-voting), one [1] assembly member from each department/school, one [1] elected at-large lecturer, one [1] elected at-large staff member (non-voting)*
- (3) A quorum of the Budget and Resources Committee consists of a majority of its voting membership.*

#### §18

##### Safety Committee

- (1) Charge: Deals with issues related to policy, procedures, compliance around Chemical Hygiene, Defensive Driving, Student Conduct, Emergency Preparedness, General Lab/Shop Safety, Field Safety.*
- (2) Members are the Academic Health and Safety Officer (ex officio, non-voting), the Dean, or his/her designee (ex officio, non-voting), one [1] assembly member from each department/school, a coordinator/representative from each research lab, and one [1] elected at-large instructional science technician (non voting).*
- (3) A quorum of the Safety Committee consists of a majority of its voting membership.*

§19

Elections and Service Committee

(1) *Charge:*

- a. *to maintain a list of Assembly and College Committees and their active members*
- b. *to collect nominations and hold elections for open positions whereby the College needs to be represented on University-wide committees.*
- c. *announce results of elections within three [3] days of the election*

(2) *Members are ASC Dean's Office (ex officio) and one [1] assembly member elected from each department*

§20

Additional Committees

(1) *Additional standing committees can be created and charged by the Executive Committee, with approval from the Dean.*

(2) *Standing committees can be dissolved by the Executive Committee, with approval from the Dean.*

(3) *Ad hoc committees, task forces, and working groups can be created and charged by the Executive Committee, with approval from the Dean.*

- a. *Ad hoc committees, task forces, and working groups must have a definitive sunset date*

**VI. Parliamentary authority**

§21

Rules of Order

(1) *Democratic Rules of Order, as applicable, shall be followed as the parliamentary authority for all meetings, assembly, committee, or subcommittees.*

**VII. Amendment procedures**

§22

Amendments

(1) *Amendments to these bylaws may be initiated by: (a) a simple majority vote of*



*the Executive Committee; (b) a petition signed by at least 50 percent (50%) of the Assembly; (c) at the request of the Dean of the College; or (d) a simple majority vote of any department within the College.*

- (2) Any proposed amendment must be delivered to and accepted by the Executive Committee and voted on within 30 instructional days from the time the proposed amendment is received by the Executive Committee.*
- (3) Amendments proposed as in §22 (1) must be distributed to members of the Assembly five [5] instructional days before the Assembly meeting to approve such amendments.*
- (4) Proposed amendments go into effect after they have been approved by a 2/3 majority of those present at the Assembly meeting, the Dean, and the VP for Academic Affairs.*

## §23

### Ratification

- (1) Ratification of these bylaws will follow the procedure as in §22 (2-3), with the exception that the vote will occur via an electronic ballot.*
- (2) Bylaws go into effect after they have been approved by a 2/3 majority (based on returned ballots), the Dean, and the VP for Academic Affairs.*

Ratified by faculty on 26 April 2019

Approved by Dr. Bonnie Irwin, Provost and VP for Academic Affairs, DATE (or President Ochoa?)