

UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

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Assembly of the Academic Senate, Academic Council  
University of California  
1111 Franklin Street, 12th Floor  
Oakland, California 94607-5200

January 25, 2005

**TO: System-wide Committee Chairs and Division Chairs**

**RE: Proposed Amendment to [Senate Bylaw 128](#) (Membership of Standing Committees of the Assembly)**

Dear System-wide Committee and Division Chairs:

On behalf of Chair Blumenthal, please find attached for your review a proposed amendment to [Senate Bylaw 128](#).

Specifically the proposed amendment reads:

**(128.I) A standing committee of the Assembly may appoint one or more subcommittees, which must always report back to the main committee, but the University Committee on Committees must appoint all subcommittee members who are not already members of a standing committee of the Assembly.**

The attached document also provides a justification for this amendment.

We would like that this proposed amendment be placed before the Assembly at its May 2005 meeting. In order to do so we would appreciate receiving your response **no later than March 14, 2005**, so that Council may consider it for approval at its March meeting.

**Special Note To System-wide Committee Chairs:** In keeping with the review process adopted by this office, request for comments on most issues under review are sent out to all System-wide Committees. Each Chair (or in consultation with the Committee) may decide whether or not to opine. Please notify either the committee analyst or me if your committee chooses not to participate in this review.

Thank you for taking this matter under consideration.

Cordially,

Maria Bertero-Barcelo  
Executive Director, Academic Senate

Encl: 1

## **Bylaw 128 Justification**

Under our current bylaws, the Universitywide Committee on Committees formally appoints all members of Standing Committees of the Assembly, usually based upon recommendations forwarded from divisional committees on committees. In addition, UCOC appoints the chairs and vice chairs of all Assembly committees. However, our bylaws are currently mute about the membership of subcommittees or task forces formed by Assembly Committees. While such subcommittees may consist of a subset of members of the parent committee, it is also the case that such subcommittees may consist predominantly of members who are not a part of the parent committee or even a member of any other Assembly committee. At the present time, neither the Universitywide Committee on Committees nor the Academic Council has any oversight of the membership of subcommittees.

Our bylaws require that all Systemwide Senate agencies must report formally through their establishing agency. Thus, Senate subcommittees must formally report to their parent committee, and Assembly Committees, when providing formal advice to the President, must formally provide that advice only through the Academic Council or the Assembly. However, commonly Senate Committees (and subcommittees) consult informally with members of the administration. Therefore, it is essential that the composition of all Senate agencies, **including subcommittees**, remain under the control of the Universitywide Committee on Committees.

It is not the intention here to needlessly handcuff Senate committees as they organize themselves into subcommittees to efficiently go about their work. Furthermore, we must recognize that there are numerous occasions when subcommittees might proceed more efficiently if they included members of other Standing Committees. Therefore, the amended bylaw provides that the Universitywide Committee on Committees must formally appoint any member of a subcommittee of an Assembly Committee who is not already a member of any Assembly Committee. In essence, this requires that UCOC appoint all subcommittee members who have not already been appointed to some committee by UCOC. This will insure balance on subcommittees and will help ensure that the Senate perspective is maintained.

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### **PROPOSED AMENDMENT TO SENATE BYLAW 128**

#### **128. Membership of Standing Committees of the Assembly** (Endorsed 28 May 2003)

Unless otherwise specified in the establishing bylaws for a committee, the following shall govern the membership of all Assembly committees except the Academic Council.

- A. The Chair and Vice Chair of the Assembly shall serve as *ex officio* members of the University Committee on Committees and as non-voting *ex officio* members of all committees except for the Committee on Rules and Jurisdiction.
- B. Each Division of the Academic Senate shall nominate to UCOC one Division member to be appointed to the following committees to serve a two-year term. [See Bylaw 150]. This member shall normally be the chair or a member of the corresponding Divisional committee; otherwise, the Assembly committee member shall serve as an *ex officio* non-voting member of the corresponding Divisional committee.

Academic Freedom  
Academic Personnel  
Affirmative Action and Diversity  
Board of Admissions and Relations with Schools  
Committees  
Educational Policy  
Information Technology and Telecommunication Policy  
International Education  
Faculty Welfare  
Graduate Affairs, Coordinating Committee on  
Library  
Planning and Budget  
Privilege and Tenure  
Research Policy  
Preparatory Education

- C. The Chair of each of the above committees shall be an at-large member, who is a former, but not a present member of the corresponding Divisional committee. The Chair shall normally serve a one-year term.
- D. Vice Chairs
  - 1. For the University Committee on Committees and for committees represented on the Academic Council, the Vice Chair shall be an at-large member who has experience as a member of the corresponding Divisional committee. The Vice Chair shall normally succeed the Chair subject to the approval of UCOC. [See Table 1]
  - 2. For committees not represented on the Academic Council, with the exception of the University Committee on Committees, the Vice Chair shall be appointed from among the Divisional appointees. The Vice Chair shall normally

succeed the Chair subject to the approval of UCOC. [See Table 2]

3. The Vice Chair must be a Senate member from a Division other than that of the Chair.
- E. Students who sit with standing committees, as provided in these bylaws, are non-voting representatives and shall be nominated by the student organization recognized by the Academic Council for that purpose and appointed by the University Committee on Committees.
  - F. Term: In no case shall members serve for more than four consecutive years with the exception of the Chair and Vice Chair who may serve no more than six years. A member is again eligible one year after leaving the committee. A partial term is counted as a full term.
  - G. Quorum. Fifty percent of the voting members of the Committee shall constitute a quorum.
  - H. Members holding an administrative position higher than department chair may not serve as members of Assembly committees. However, Department Chairs may serve on Assembly Committees, with the exception of the Committee on Academic Personnel, the Committee on Academic Freedom and the University Committee on Privilege and Tenure.
  - I. **A standing committee of the Assembly may appoint one or more subcommittees, which must always report back to the main committee, but the University Committee on Committees must appoint all subcommittee members who are not already members of a standing committee of the Assembly.**