COMMITTEE ON RULES AND JURISDICTION
Susan Miller, PhD, Chair

MINUTES
Meeting of December 10, 2003

PRESENT: S. Miller (Chair), S. Eakle, J. Olson, L. Ponton, J. Shamim, J. Wiemels

ABSENT: C. Portillo (Vice Chair), N. Barbaro

The Committee on Rules and Jurisdiction was called to order by Chair Miller on December 10, 2003 at 10:00 AM in S-118. A quorum was present.

Welcome and Introductions
Chair Miller welcomed members to the Committee’s first meeting and invited attendees to introduce themselves.

Chair’s Report
Chair Miller reported that the amended divisional bylaws approved at the March 5, 2003 division meeting took effect September 1, 2003. Two additional revisions were received in the summer which will require presentation at a division meeting before transmission to the division for an electronic ballot. These revisions removed the Parliamentarian as a member on R&J in order to avoid conflict of interest, and standardized the duties of the Committee on Research related to the research lectureships.

During the summer the issue regarding increasing a committee’s membership arose as a result of the Committee on Committee’s (COC) appointment of an additional member to the Committee on Academic Personnel (CAP) temporarily for one year. In addition, COC requested a bylaws amendment to CAP’s bylaws although CAP did not request such an appointment or propose the amendment. This request to amend CAP’s bylaws has been postponed. Leonard Zegans, chair of the division, requested that R&J propose procedures for committees to submit amendments to bylaws.

Committee Meeting Schedule for 2003-04
The Committee agreed on the following meeting schedule for 2003-04:

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>12/10/03</td>
<td>10:00 - 11:30 AM</td>
<td>S-118</td>
</tr>
<tr>
<td>Wednesday</td>
<td>1/7/04</td>
<td>3:30 - 5:00 PM</td>
<td>S-30</td>
</tr>
<tr>
<td>Friday</td>
<td>2/27/04</td>
<td>12:00 - 2:00 PM</td>
<td>Mission Bay Genentech Hall S536A</td>
</tr>
<tr>
<td>Friday</td>
<td>4/2/04</td>
<td>12:00 - 2:00 PM</td>
<td>Mission Bay Genentech Hall S536A</td>
</tr>
<tr>
<td>Wednesday</td>
<td>5/5/04</td>
<td>3:30 - 5:00 PM</td>
<td>Mission Bay Genentech Hall S536A</td>
</tr>
</tbody>
</table>
Senate Analyst J. Dang indicated that teleconference options may be available to Committee members who cannot attend meetings in person.

**Committee Activities for 2003-04**

Chair Miller called attention to the faculty councils’ bylaws which will be reviewed in 2003-04. Currently the School of Dentistry’s and School of Pharmacy’s bylaws proposals have been submitted to R&J for review. The School of Nursing’s bylaws proposal will be submitted later this week; the faculty council chair has requested a response from R&J on the bylaws proposal before February 27, 2004, in order to present the proposal to the faculty for approval. Chair Miller therefore suggested that the Dentistry, Nursing, Pharmacy, and Medicine bylaws be reviewed in that order and the Committee agreed to that schedule.

Dentistry’s bylaws proposal was distributed to R&J and Chair Miller assigned sections for review as follows:

- Section 1 to 3 – C. Portillo, J. Wiemels
- Section 4 to 5.3.3 – N. Barbaro, S. Miller
- Section 5.3.4 to 6.2.2.2 – J. Olson, J. Shamim
- Section 6.2.3 to end – S. Eakle, L. Ponton

The Committee will discuss these bylaws at the next meeting. The Nursing bylaws proposal and assignments will be distributed to R&J via email for the next meeting. The Committee requested that Chair Miller assign as much as possible the same sections of each faculty councils’ bylaws when assigning R&J members to review them. Chair Miller agreed to the request.

**Proposed Procedures for Academic Senate Committees to Submit Bylaws Amendments**

This item was postponed until the next meeting.

**New Business – Request to Review Committee on Committee’s Authority to Remove Committee Members**

Chair Miller had received two confidential requests from two faculty members to review whether the COC possesses authority to remove standing committee members. R&J reviewed the division bylaws, the systemwide Academic Senate bylaws, and Sturgis’ *The Standard Code of Parliamentary Procedures* in its discussion of the requests. The Committee discussed the following issues in its deliberations:

- Divisional bylaws do not specify procedures to remove committee members. One R&J member suggested that it would be impractical to include procedures for every situation which may arise.
- Although COC has no designated authority, COC had previous precedent in removing committee members due to lack of participation and attendance at meetings.
- In part this precedent has arisen through reference to Sturgis’ *The Standard Code of Parliamentary Procedures*, which indicates that the authority to remove officers/members lies with the body that appoints officers/members. However, it was noted that according to the bylaws the COC’s authority to appoint members of committees is not absolute, but requires confirmation by the division. This raised the question of whether divisional confirmation is also required for removal.
- The issue was raised that although Sturgis’ *The Standard Code of Parliamentary Procedures* has been informally used by the division as a guide for questions of procedures not specified in the bylaws, the bylaws do not refer to use of The Standard Code of Parliamentary Procedures as the definitive guide. Two references to *The Standard Code of Parliamentary Procedures* do exist in

...
the divisional bylaws, but they refer only to order of business at special meetings and definition of a motion for reconsideration. R&J members decided that an amendment to the bylaws to allow the division authority to formally use The Standard Code of Parliamentary Procedures for questions of procedures should be proposed and agreed to pursue this task.

After additional discussion, the Committee voted to respond to the faculty members who requested the review with the above discussion points. J. Olson and L. Ponton recused themselves from the vote due to conflict of interest. Chair Miller agreed to draft a response to the faculty members and circulate the draft to R&J for additional discussion before transmission.

J. Olson as Parliamentarian of the division was initially involved with the discussions during the removal of the committee members. She has requested information from Maria Bertero-Barcelo, director of the systemwide Academic Senate, whether she had knowledge of any previous removal actions by the Committee on Committees, whether any divisions had reference in their bylaws to provide such authority, and whether a privilege and tenure grievance had been filed as a result of a committee member’s removal. J. Olson reported that M. Bertero-Barcelo has contacted each division to solicit information and will forward the responses to her.

The meeting adjourned at 11:30 p.m.

**Meeting Attendance Record**

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>12/10/03</th>
<th>1/7/04</th>
<th>2/27/04</th>
<th>4/2/04</th>
<th>5/5/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Miller (Chair)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carmen Portillo (Vice Chair)</td>
<td>RSVP’d Absence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nick Barbaro</td>
<td>RSVP’d Absence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steve Eakle</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jean Olson</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lynn Ponton</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jina Shamim</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Wiemels</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Senate Staff:
Judy Dang
Senate Analyst
jdang@senate.ucsf.edu
476-1308
www.ucsf.edu/senate