COMMUNICATION FROM THE COMMITTEE ON RULES & JURISDICTION
Susan Miller, PhD, Chair

Leonard S. Zegans, MD
Chair, Academic Senate
Box 0764

March 30, 2004

At the March 3, 2004 meeting of the Committee on Rules & Jurisdiction, the Committee unanimously approved a motion to submit for Divisional consideration the attached proposal for an amendment to UCSF Division Bylaw, Section 5(A) Powers and Duties – General Provisions.

The Committee notes that it is a common practice and recommended procedure for all organizations to state in their bylaws a written source of parliamentary authority that they will use as a guide for procedures not included in the bylaws of the organization. Although Sturgis’ The Standard Code of Parliamentary Procedure has been used as reference for some time by the Divisional Senate, there has not been a reference to this effect contained in the bylaws.

The Committee respectfully requests your approval and immediate transmittal of these proposed changes to the Coordinating Committee for their review, approval and presentation to the Division for approval.

Committee on Rules & Jurisdiction
Susan Miller, PhD, Chair
Carmen Portillo, PhD, Vice-Chair
Nicholas Barbaro, MD, Member
Steve Eakle, DDS, Member
Jean Olson, MD, Member
Lynn Ponton, MD, Member
Jina Shamim, MPA, Member
Joseph Wiemels, PhD, Member

Attachments:

1. Draft – Proposed Changes to UCSF Division Bylaw Section 5(A) Powers and Duties – General Provisions

I concur: ____________________________
Leonard S. Zegans, MD
Chair, Academic Senate
Statement of Purpose: It is a common practice and recommended procedure for all organizations to state in their bylaws a written source of parliamentary authority that they will use as a guide for procedures not included in the bylaws of the organization. Sturgis’ The Standard Code of Parliamentary Procedure is a clearly written manual on parliamentary authority that is revised every few years by the American Institute of Parliamentarians. Although this manual has been used as a reference for some time by the Divisional Senate, there is no general reference to this use contained in the bylaws. The following proposed amendment provides language indicating that this source serves as the Divisional guide.

5. Powers and Duties

A. General Provisions: This Division has authority to organize, select its own officers and committees, and adopt rules and regulations for the conduct of its business in accordance with the Bylaws of the Academic Senate. The current edition of Sturgis’ The Standard Code of Parliamentary Procedure serves as the guide to the Division for all parliamentary situations that are not provided for in the law or in the Standing Orders of the Regents, the Bylaws of the Academic Senate or these Divisional Bylaws.