COMMUNICATION FROM THE COMMITTEE ON COMMITTEES
Eliseo Perez-Stable, MD, Chair

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

May 27, 2004

In response to the April 5, 2004 communication from the Committee on Rules and Jurisdiction, attached is the Committee on Committees’ revised proposed changes relative to UCSF Division Bylaw, Section 105. Organization of Committee on Committees.

The Committee respectfully requests your approval and immediate transmittal of these proposed changes to the Committee on Rules and Jurisdiction. The Committee strongly believes that these changes will clarify the authority and responsibility of the Committee on Committees related to the appointment and removal of UCSF faculty to Senate Committees. We would appreciate expedited action by the Committee on Rules and Jurisdiction to review and approve the proposed changes and to present these changes to the Division for approval as soon as possible.

Committee on Committees
Eliseo Perez-Stable, MD, Chair
Ruth Greenblatt, MD, Vice Chair
Molly Cooke, MD, Member
Elena Fuentes-Afflick, MD, MPH, Member
Harold Goodis, DDS, Member
Stanton Glantz, PhD, Member
Kathryn Phillips, PhD, Member
Seth Landefeld, MD, Member
Kathy Lee, RN, PhD, FAAN, Member
Pamela Den Besten, DDS, Ex Officio

Attachment: Draft – Proposed Changes to UCSF Division Bylaw Section 105 – Organization of Committee on Committees

I concur:
Leonard S. Zegans, MD
Chair, Academic Senate
Statement of Purpose: The proposed bylaw change is intended to clarify the authority and responsibility of the Committee on Committees related to the appointment and removal of UCSF faculty to Senate committees.

102. Committee on Committees

A. This Committee shall consist of nine members; one from each School and the remaining to be elected At Large. Thus, for election purposes only, there shall be two designations of membership: 1) School, and 2) At Large.

B. Term of Office: The members are to have three-year staggered terms so that a total of three members are elected each year.

C. Nominations: The Secretary of the Division shall inform the membership each year according to Division Bylaw 65 of both the particular School and the At Large vacancies on the Committee arising from expired terms and invite written or electronic nominations as provided in Bylaw 65. If, as a result of this invitation, at least one candidate for each vacancy has not been nominated, the Secretary of the Division shall not permit balloting until the requirement is met by submission of written or electronic nominations.

D. Ballots: The Secretary shall send ballots to all voting members of the Division at least fifteen days before the election. The nominees shall be listed as described in (E) below. A list of the current constitution of the Committee shall accompany the ballot. [Divisional Bylaw 65]

E. Instructions for Voting

1. Each year the ballot shall designate:

   a. The nominees of the appropriate School or Schools separately.

   b. The list of nominees At Large and the number to be elected.

   c. The name, title, department and School of each nominee.

   d. The name, department and School of each nominator for each nominee.

2. No ballot shall be valid on which more than one name is marked for each School.

3. No ballot shall be valid on which more than three names are marked.

F. Results of Elections:
1. For election of School representatives, the candidates receiving the most votes shall be declared elected.

2. For election of At Large representatives, the candidates receiving the most votes, regardless of School affiliation, shall be declared elected.

3. The election shall be so organized that the results can be presented to the Division at its last meeting of the academic year. [Am 24 Nov 70, 1 Sep 03]

105. Organization of Committee on Committees

A. The Committee each year shall elect its own Chair and Vice Chair and shall establish its own rules consistent with these Bylaws. The Committee, elected by Members of the San Francisco Division shall have the authority to appoint or remove committee members in accordance with Divisional Bylaw requirements and rules established and contained in Sturgis related to the authority granted to appointing committees. The Chair, who normally shall serve in that capacity not more than two successive years, shall be the Divisional member of the University Committee on Committees. The Committee shall elect a Vice Chair from its membership.

B. Vacancies: The Committee may appoint or nominate for election [Divisional Bylaw 65 (B)(2)] a candidate or candidates to occupy any unfilled term. The Division shall be notified when the Committee appoints or nominates for election a candidate to occupy any unfilled term. The list of Committee members containing any new appointments shall be included on the Consent Calendar at the next meeting of the Division. Appointment shall be confirmed by a majority vote of the Division membership. Appointments shall be confirmed by a majority vote, so long as a quorum of 40 Division members participates in the vote.

C. Duties:

1. To appoint or remove with Divisional confirmation the Divisional Representatives and the Alternate to the Assembly.

2. To appoint or remove all members, not ex officio, of each standing committee and Graduate Council of the San Francisco Division, designate its Chair and Vice Chair, and when necessary Secretary. [Am 23 Mar 72]

3. To appoint or remove with Divisional confirmation, the Chair, Vice Chair, Secretary and Parliamentarian of the Division.
4. Confirmation: The Division shall be notified when the Committee appoints or nominates for election a candidate to occupy any unfilled term. The list of Committee members containing any new appointments shall be included on the Consent Calendar at the next meeting of the Division. All appointments for committee membership, whether at the expiration of a term or to fill a vacancy before the end of a term, must be confirmed by a vote of the Division membership. Appointments shall be confirmed by a majority vote, so long as a quorum of 40 Division members participate in the vote. When confirmed, the appointments to expired terms shall begin September first. If at least two thirds of a quorum of the Division opposes a candidate recommended by the Committee on Committees, it must notify the Secretary of the Division who will inform the Committee on Committees that it must submit another candidate until an acceptable one is proposed. The Committee shall submit these recommendations for regular annual committee appointments for confirmation to the Division at its last meeting of the academic year. [Am 1 Sep 03]

5. Filling Committee Vacancies: The Committee shall have power to receive, to declare and to act upon resignations and vacancies, and to make appointments, with notification to the Division [105.C.4] confirmation, to fill such in the list of the standing committees of the Division. Partial Term: A candidate appointed to fill a vacancy shall take office at once and shall serve for the full remaining term of the candidate that he or she replaced. [Am 24 Nov 70]

6. Members of the Committee on Committees shall be eligible to serve as officers or members of any and all committees, or as representatives of the San Francisco Division to the Graduate Council or to the Assembly.

7. To advise the Chancellor on appointments to administrative committees. [En 24 Nov 70]

8. Administrative Advisor: The Committee on Committees itself, or at its discretion, a subcommittee appointed by it, shall serve as a properly constituted conference body of the San Francisco Division, to advise the Chancellor or President of the University concerning the appointment of Deans and Directors. (See Standing orders of The Regents in regard to Deans and Directors).