



Committee on Rules and Jurisdiction

Annual Report 2003-2004

Susan Miller, PhD
Chair

During the 2003-04 academic year, the Committee on Rules and Jurisdiction (R&J) met as a Committee on five occasions. Jean Olson, Division Parliamentarian and Chair of the University Committee on Rules & Jurisdiction (UCRJ) served as the Committee's liaison to UCRJ.

School Bylaw Revision

In order to consider compliance with the new Divisional Bylaws adopted on September 1, 2003, R&J contacted the faculty councils and requested submission of their proposed revised bylaws. ([Appendix 1.](#))

R&J received and reviewed proposed revised bylaws from the Schools of Dentistry, Nursing and Pharmacy. After receipt of the proposed revisions from each school, R&J conducted a thorough review and made recommendations back to the faculty councils to clarify intent, ensure consistency, and bring the bylaws into compliance with the revised Division bylaws and the bylaws of the Academic Senate. ([Appendices 2, 3, 4 & 5.](#)) The School of Medicine Faculty Council has indicated its intent to submit its proposed revisions to its bylaws in the fall of 2004.

Review of Committee on Committee Authority

R&J Chair Sue Miller received confidential requests from two faculty members to review whether the Committee on Committees (COC) possessed the 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 these requests. R&J also requested information from the systemwide Academic Senate regarding any previous removal actions by any division's Committee on Committees; whether any division 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. After review of the available material, R&J responded to the faculty members that while there was no explicit mechanism described in the current revision of the Divisional Bylaws for removal of members of standing committees, there is precedence in practice both at UCSF and on other UC campuses for COC involvement in mediating removal of members. ([Appendix 6.](#))

COC later drafted language to amend their bylaws to clarify their authority to remove Academic Senate Committee members. Their proposed revisions were submitted to R&J, who suggested brief amendments to clarify language and ensure consistency. COC made the suggested changes, and R&J approved the proposal and submitted it to the Coordinating Committee. ([Appendices 7 & 8.](#))

Procedures for Academic Senate Committees to Submit Bylaws Amendments

At the request of Senate Chair Leonard Zegans, R&J proposed procedures for Academic Senate committees to submit amendments to Senate bylaws. After comprehensive discussion and consideration, proposed procedures were submitted to the Coordinating Committee. ([Appendix 9.](#))

Use of Sturgis' The Standard Code of Parliamentary Procedure

The Committee proposed an amendment to the Divisional Bylaws to allow Sturgis' The Standard Code of Parliamentary Procedure (current edition) to govern Division business in any parliamentary situation which is not addressed elsewhere. This amendment was submitted to the Coordinating Committee. ([Appendix 10.](#))

Matters for Review/Consideration in 2004-05

- 1) Review bylaws of the School of Medicine Faculty Council.
- 2) Present the several proposed amendments to the Bylaws at the first Division meeting so that they may be voted on. These include the proposals to adopt procedures for submitting bylaw changes and the adoption of Sturgis, as well as the amendments proposed in July/August of 2003 to change the Parliamentarian to an invited guest on R&J rather than a member and slight changes to the duties of the Committee on Research.
- 3) Respond to requests for clarification and interpretations on an as needed basis.
- 4) Propose bylaw amendments on an as needed basis.

Respectfully submitted,

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
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APPENDICES

- [Appendix 1:](#) Letter from R&J to Faculty Council Chairs Regarding Bylaws (09/15/03)
- [Appendix 2:](#) Letter from R&J to School of Dentistry Faculty Council Regarding Review of Bylaws (01/26/04)
- [Appendix 3:](#) Letter from R&J to School of Nursing Faculty Council Regarding Review of Bylaws (01/26/04)

- [Appendix 4](#): Letter from R&J to School of Nursing Faculty Council Regarding Re-Review of Bylaws (04/06/04)
- [Appendix 5](#): Letter from R&J to School of Pharmacy Faculty Council Regarding Review of Bylaws (04/19/04)
- [Appendix 6](#): Letter from S. Miller to Confidential Requesters Regarding R&J Review of Committee on Committee's Authority (12/17/04)
- [Appendix 7](#): Letter from R&J to L. Zegans Regarding Review of Committee on Committees Proposal to Clarify Authority (04/05/04)
- [Appendix 8](#): Letter from R&J to L. Zegans Regarding Re-review of Committee on Committees Proposal to Clarify Authority (06/08/04)
- [Appendix 9](#): Letter from R&J to L. Zegans Regarding Use of Sturgis in Divisional Bylaws (03/30/04)
- [Appendix 10](#): Letter from R&J to L. Zegans Regarding Proposed Process for Committee Submission of Bylaw Amendments (03/30/04)