

February xx, 2016

Todd Giedt
Executive Director
UCSF Academic Senate
500 Parnassus Ave, MUE 231
San Francisco, CA 94143

Re: Interpretation of Coordinating Committee Bylaw 130

Dear Director Giedt:

Pursuant to Division Bylaw 120(B)(5), the Rules & Jurisdiction Committee (RJC) reviewed and discussed interpretation of *SB 130 Coordinating Committee: A. Membership and B. Duties*. This was in response to a request for interpretation in Summer 2015 from Senate Director Giedt who questioned:

- 1) How to define quorum for this committee
 - a. Due to the committee's size, having sufficient members present for a vote can prove problematic
- 2) Reinterpret student involvement or presentations to the committee during any academic year
- 3) Any editorial corrections that might be necessary

Background

The bylaw in question currently reads as follows:

130. Coordinating Committee

A. Membership: This Committee shall consist of the Chair, Vice Chair, and Secretary of the San Francisco Division, who shall act as the Chair, Vice Chair, and Secretary respectively, of the Committee; the Chair of each of the other standing committees of the San Francisco Division; the Chair of each Faculty Council; the Chair of the Graduate Council of the San Francisco Division; and each Dean who by Academic Senate Bylaw 50 (C) is an ex officio member of the Faculty Council of a School of the San Francisco Division; the Divisional Representatives to the Assembly and the alternate; the Divisional Parliamentarian; the previous Chair ex officio; and the Vice Chancellor for Academic Affairs, ex officio. [Am 9 Dec 71, 23 Mar 72, 1 Sep 03]

B. Duties:

1. To study the policies, actions, and reports of the standing committees of the San Francisco Division and communicate to these bodies such information as may, in its judgment, serve to coordinate them and to promote harmony and efficiency in the conduct of their work.
2. To maintain liaison with students in parallel areas of interest via the official student body organizations recognized by the Division. It shall invite representatives or agencies of those organizations to a joint meeting of the Coordinating Committee or a subcommittee as appropriate. [En 12 Mar 70]
3. To study the need for legislation by the San Francisco Division and from time to time recommend, through the Committee on Rules and Jurisdiction, such legislation as it may deem necessary or desirable.
4. To perform such other duties not assigned by the Bylaws of the Division to other committees.

Outcome of Discussion

On the Question of Quorum (SB 130A)

Following the Coordinating Committee discussion in January 2016, RJC members re-discussed and determined the quorum for the committee should be set at **fifteen** members.

This allows for attendance by most Senate Officers plus Chairs of Standing Committees and Councils, recognizing that some may have prior commitments and might be unable to attend all Coordinating Committee meetings. If all such members attended, the committee would have twenty-three members present.

“The bylaws of an organization should state the number of proportion of members that constitutes the quorum. In the absence of such a provision, parliamentary law fixes the quorum at a majority of the members.” (The Standard Code of Parliamentary Procedure, A. Sturgis, pg. 111)

Student Representatives and Presentations (SB 130B)

Following discussion of student representatives and presentations at the Coordinating Committee meeting, RJC members determined the following:

- To remove mention of hosting a separate joint or subcommittee meeting with representatives or agencies of recognized official student body organizations. The committee will maintain having agencies of those organizations attend Coordinating Committee and provide updates on student matters as appropriate. Examples provided of such agencies include Chair of Graduate Council or Chair of those Faculty Councils with standing student representatives.
- At this time, RJC members didn't wish to include such examples within amended bylaws, but cite here for Divisional awareness.

Editorial Corrections

Finally, RJC members noted several areas in the bylaws that needed editorial correction:

- Moved mention of the Divisional Parliamentarian up to the first line of the Membership section, so as to be on equal footing as the other officers within the Divisional Academic Senate and to make clear the role of the Parliamentarian within the Coordinating Committee.
- Editorial changes were made to provide clarification in the revised Membership section.
- While it has been the Divisional practice to consider the Graduate Dean amongst the School Deans on the Coordinating Committee, it hasn't been explicitly mentioned in the bylaws. RJC members have corrected this by adding “the Graduate Dean” to *SB 130A. Membership*.
- RJC members noted the title “Vice Chancellor for Academic Affairs” in *SB 130A*. No such position currently exists at UCSF. RJC proposed revising to read “Vice Provost, Academic Affairs.”

Proposed revisions in track changes are on attached document (Attachment 1). Editorial corrections are in green track changes; all others are in red.

The proposed interpretation must be approved by a vote of the UCSF Academic Senate Coordinating Committee, and also by a vote of the Division before they may go into effect. This proposed reinterpretation will be included in the Consent Calendar of the Winter 2016 Senate Division Meeting.

Sincerely,

Committee on Rules & Jurisdiction

Marek Brzezinski, MD, PhD, Chair

Linda Angin, DDS

Dorothy Apollonio, PhD

Michele Bloomer, MD

Sheila Brear, BDS

Mark Seielstad, PhD

Katherine Yang, PharmD, MPH

Ex Officio Members

Douglas Carlson, JD

Jae-Woo Lee, MD, Parliamentarian and UCRJ Representative