

February 12, 2021

Katherine Yang, PharmD, Chair  
Rules & Jurisdiction Committee

Re: Proposed Bylaw Change for Committee on Committees (COC)

Dear Chair Yang:

The Committee on Committees (COC) is submitting proposed changes to COC bylaw to allow the committee to fill temporary vacancies when needed.

Thank you for your attention.

Sincerely,

A handwritten signature in black ink, appearing to read 'Janice Tsoh', with a large, stylized initial 'J'.

Janice Tsoh, PhD  
Chair, Committee on Committees, 2020-2021

**Committee on Committees**  
**Janice Tsoh, PhD, Chair**

**Proposal to amend UCSF Division Bylaw 105**

**Statement of Purpose:**

It was brought to the Committee on Committee's (COC) attention on Friday, October 9, 2020 that the Committee on Faculty Welfare (CFW) needed to fill two temporary vacancies due to two of its members out on maternity leave in the 2020-2021 academic year. The issue of whether temporary appointments were possible was brought to the attention of the Committee on Rules and Jurisdiction (R&J) by COC and CFW.

After review of Division Bylaw 105, R&J found that it did not allow COC to make temporary appointments. Instead, Bylaw 105 states that a candidate appointed to fill a vacancy shall fill the full remaining term of the member who vacated the position. If COC did find a replacement for CFW, the CFW member taking parental leave would surrender their seat for the remainder of their term.

R&J, COC and CFW believes an amendment is necessary to allow COC to fill temporary vacancies, allow members to return to their committees after taking leave, and make the bylaws more family friendly. A committee member should not have to be penalized by giving up a committee placement because of parental leave, and a committee should not have to be understaffed when members take leave.

As a comparator, the UC Irvine Division of the Academic Senate allows the UCI Committee on Committees to appoint substitutes when standing committee members go on leave for a quarter. This process is outlined in the UCI Senate's [Bylaw 60](#).

It is intended that this amendment shall be effective immediately upon approval by the San Francisco Division.

**Pros:**

An amendment to UCSF Division Bylaw 105 will allow COC to improve its support to other Senate committees when a temporary or alternate membership appointment is deemed necessary, and/or to allow any ad-hoc type of appointments.

Allowing temporary appointments enables committees to be fully staffed while members are on leave, and it allows those members to be welcomed back to their committee service when they return.

Committees and committee members should not be faced with a choice between having a committee that is less effective because it is missing members and forcing members to give up their committee membership because of a life event.

Cons:

COC may have difficulty finding temporary committee members with short notices and temporary members may be difficult to find.

Temporary members may wish to remain for the full term of the vacant position.

Effects on Other Legislation:

None.

Current Version of Bylaw 105:

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. [Am 18 Nov 04]
- 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. [Am 18 Nov 04]
- C. Duties:
  1. To appoint or remove the Divisional Representatives and the Alternate to the Assembly. [Am 18 Nov 04]
  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, 18 Nov 04]
  3. To appoint or remove with Divisional confirmation, the Chair, Vice Chair, Secretary and Parliamentarian of the Division. [Am 18 Nov 04]
  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.-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 recommendations for regular annual committee

- appointments for confirmation to the Division at its last meeting of the academic year. [Am 1 Sep 03, 18 Nov 04]
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] 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, 18 Nov 04]
  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).

#### Annotated Proposed Changes to Division Bylaw 105:

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