

THE CONSTITUTION AND BY LAWS OF THE UNIVERSITY FACULTY
California State University, East Bay

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**CALIFORNIA STATE UNIVERSITY, EAST BAY
THE CONSTITUTION OF THE UNIVERSITY FACULTY**

PREAMBLE

Under the authority of the Trustees of the California State University, final authority and responsibility for the conduct of the affairs of the University are vested in the President of the University. Effective conduct of these affairs requires the joint effort of the President and the University Faculty. Such joint effort, with full and open communication, can realize the high potential of the University.

This Constitution expresses the principles of policy and procedure through which the University Faculty is consulted and makes official recommendations concerning the affairs of the University. It establishes the organization of the University Faculty through which effective recommendations may be made about the operation of the University and the welfare of the faculty members. This Constitution is based upon the policies contained in the "STATEMENT ON GOVERNANCE OF COLLEGES AND UNIVERSITIES" approved by the faculty government and adopted as basic policy of the University by the President of the College in May of 1967.

**ARTICLE I
GOVERNING PRINCIPLES**

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SECTION 1: The President of the University has final authority and responsibility for the operation of the University. In conducting the affairs of the University they have the responsibility to consult, formally and informally, with the faculty. The faculty has the responsibility to make formal and informal recommendations to the President. This Constitution expresses the nature of the responsibilities to recommend of the faculty at the several levels of organization of the University, the nature of the procedures through which official consultation and recommendation are to occur, and the agencies of the faculty which will make official faculty recommendations.

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SECTION 2: In official consultation and recommendation, the organization provided in this Constitution shall be the official voice of the faculty, to maintain current knowledge of the recommendations being made, and to facilitate communication among the members of the University Faculty.

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SECTION 3: When official recommendations are made, within the various levels of organization of the faculty and of the University, the group making the recommendation has the right to a full hearing; a prompt response; and the privilege of further consideration should the recommendation not be accepted.

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SECTION 4: Recommendations of the faculty should be accorded attention and influence in proportion to the directness with which decisions will touch the competence and the welfare of the faculty.

**ARTICLE II
DEPARTMENT FACULTIES**

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SECTION 1: The departments of the University are the primary administrative and academic elements of the University. The operation of the department, its structural

1 organization, and its offerings should reflect most closely the professional
2 judgment of the faculty. In the reorganization of departments, the review of
3 departmental administration, the official assignment of persons as members of the
4 department, and the offerings of the Department Faculty, the Department Faculty
5 is the official body for consultation and recommendation procedures.

6 **SECTION 2:** No person shall be a Regular Member of more than one Department. Every
7 person is a Regular Member of a Department Faculty who:

8 A. holds a full-time, annual, academic appointment within the University; and

9 B. is officially assigned to a teaching service area administered by the
10 department; and

11 C. holds academic rank of Instructor or higher.

12 A person holding a lecturer's appointment is not eligible for Regular Membership
13 of the Department Faculty.

14 **SECTION 3:** The Regular Members of the Department Faculty may grant the privilege of
15 participating in the affairs of the Department Faculty to other members of the
16 professional staff of the University. Any such members shall be Special Members
17 of the Department Faculty.

18 **SECTION 4:** In elections of the Department Faculty, each Regular Member shall have one and
19 only one vote. Any provisions for voting by Special Members of the Department
20 Faculty shall be established by the Regular Members of the Department Faculty.

21 **SECTION 5:** The Department Faculty shall have primary responsibility for:

22 A. electing persons to the status of Special Member of the Department Faculty;

23 B. establishing any written Bylaws, consistent with this Constitution and the
24 Bylaws of the University Faculty, for its guidance;

25 C. establishing a Faculty Council to work with its Department Chair, if it so
26 desires;

27 D. electing members of its Faculty Council; and

28 E. reviewing any decisions of its Faculty Council.

29 **SECTION 6:** The Department Faculty shall have the primary responsibility for
30 recommendations concerning:

31 A. courses, programs, and degrees in its academic discipline;

32 B. instruction and research in its academic discipline;

33 C. requirements, standards, activities, placement, and honors for the students in
34 its courses and programs;

35

- D. standards for and evaluation of instruction, advising, research, and ethics in its discipline and in its programs;
- E. appointment, retention, tenure, promotion, discipline, leaves of absence, and honors of all members of the department;
- F. development with other departments of interdisciplinary programs which include its academic discipline; and
- G. the nomination and review, at intervals not greater than three (3) years, of its chair, according to procedures specified in the Bylaws of the University Faculty.

SECTION 7: Any Department Faculty may establish a Faculty Council to work with its Department Chair. If a Faculty Council is formed, its membership shall be elected by the Department Faculty. Any Department Faculty may delegate, by written Bylaws, to its Faculty Council any of its recommending responsibilities. It may not delegate to its Faculty Council any of the primary responsibilities listed in Section 5, above.

**ARTICLE III
COLLEGE FACULTIES**

SECTION 1: The Colleges of the University are secondary administrative and academic elements of the University. The operation of the College, its structural organization, and its offerings should reflect closely the professional judgment of its faculty. In the reorganization of Colleges, the review of College administration, and the offerings of the College Faculty, the College Faculty is the official body for consultation and recommendation procedures.

SECTION 2: No person shall be a Regular Member of more than one College. The Regular Members of a College Faculty are the Deans of the College; the Regular Members of the departments within the College; and every person who:

- A. holds a full-time, annual, academic appointment within the University;
- B. is officially assigned to a teaching service area administered by that College; and
- C. holds academic rank of Instructor or higher.

A person holding a lecturer's appointment is not eligible for Regular Membership of the College Faculty.

SECTION 3: The Regular Members of the College Faculty may grant the privilege of participating in the affairs of the College Faculty to other members of the professional staff of the University. Any such members shall be Special Members of the College Faculty.

SECTION 4: In elections of the College Faculty, each Regular Member shall have one and only one vote. Any provisions for voting by Special Members of the College Faculty shall be established by the Regular Members of the College Faculty.

- 1 **SECTION 5:** The College Faculty shall have primary responsibility for:
- 2 A. electing persons to the status of Special Member of the College Faculty;
- 3 B. electing members of the Academic Senate representing the College;
- 4 C. establishing any written Bylaws, consistent with this Constitution and with the
- 5 Bylaws of the University Faculty, for its guidance;
- 6 D. establishing a College Assembly to work with its College Dean if it so desires;
- 7 E. electing members of its College Assembly; and
- 8 F. serving as a Board of Appeals from decisions of the College Assembly.

9 **SECTION 6:** The College Faculty shall have the primary responsibility for recommendations

10 concerning:

- 11 A. coordination and evaluation of the work of its departments;
- 12 B. candidates completing degrees and programs within its departments;
- 13 C. interdepartmental programs within its academic disciplines;
- 14 D. appointment, retention, tenure, promotion, discipline, leaves of absence, and
- 15 honors of all members of the College;
- 16 E. the standards for and maintenance of a high level of professional conduct
- 17 among its members; and
- 18 F. the nomination and review, at intervals not greater than five (5) years, of its
- 19 administrative officers, according to procedures specified in the Bylaws of the
- 20 University Faculty.

21 **SECTION 7:** Any College Faculty may establish a College Assembly to work with the dean of

22 its College. If a College Assembly is formed, its membership shall be elected by

23 the College Faculty. Any College Faculty may delegate, by written Bylaws, to its

24 College Assembly any of its recommending responsibilities. It may not delegate

25 to its College Assembly any of the primary responsibilities listed in Section 5,

26 above.

27 **SECTION 8:** The Regular Members of the Division of University Libraries shall be the Dean of

28 Libraries and the professional librarians holding full-time, annual appointments in

29 that division. This division shall be treated as a College under this Constitution

30 for purposes of defining Regular Membership in the University Faculty (See

31 Article IV, Section 2) and of representation on the Academic Senate (Article V,

32 Section 2).

33 **ARTICLE IV**

34 **UNIVERSITY FACULTY**

35 **SECTION 1:** The operation of the University, its structural organization, and its offerings

36 should reflect the professional judgment of its faculty. In the reorganization of

37 the University, the review of University administration, and the offerings of the

1 University Faculty, the University Faculty is the official body for consultation and
2 recommendation procedures.

3 **SECTION 2:** The Regular Members of the University Faculty are the President, Vice
4 Presidents, and academic Associate Vice Presidents; the Regular Members of the
5 College Faculties within the University; the Regular Members of the University
6 Libraries and other individuals holding tenure in an academic department. FERP
7 (Faculty Early Retirement Program) and PRTB (Partially Reduced Time Base)
8 faculty are included during semesters when in active employment. In addition,
9 those individuals who are Regular Members of the University Faculty according
10 to Article IV, Section 2 of this Constitution as of March 1, 1989, shall retain such
11 membership as long as they occupy their present positions with the University.
12 The Office of the Academic Senate shall maintain a list of these individuals.

13 **SECTION 3:** In elections of the University Faculty, each Regular Member shall have one and
14 only one vote.

15 **SECTION 4:** The University Faculty shall have the primary responsibility for:

- 16 A. the conferring of earned degrees;
- 17 B. the election of the Faculty Marshal and the representatives of the University
18 Faculty on the Academic Senate of the California State University;
- 19 C. establishing its Bylaws to govern the procedures for implementing the
20 provisions of this Constitution;
- 21 D. serving as a Board of Appeals from the decisions of the Academic Senate; and
- 22 E. any other authority delegated to it by higher authority.

23 **SECTION 5:** The University Faculty shall have the primary responsibility for recommendations
24 concerning:

- 25 A. the coordination and evaluation of the work of its Colleges;
- 26 B. the development and coordination of inter-College programs and programs
27 not within the assigned functions of its departments and Colleges;
- 28 C. policies affecting instruction and research;
- 29 D. student affairs;
- 30 E. the professional standards, ethics, and welfare of the academic members of the
31 University staff; and
- 32 F. the nomination and review of its administrative officers.

33 **SECTION 6:** The University Faculty shall be consulted on:

- 34 A. the planning and development of the campus and buildings of the University;
35 and
- 36 B. the allocation of funds, staff, equipment, and facilities among the programs of

1 the University.

2 **SECTION 7:** The University Faculty shall establish an Academic Senate for the purpose of
3 conducting the affairs of the University Faculty. The University Faculty may
4 delegate by its Bylaws any of its authority and responsibilities to the Academic
5 Senate except the approval of candidates for degrees, the election of the Faculty
6 Marshal and the representatives of the University Faculty on the Academic Senate
7 of the California State University, the election of members of the Academic
8 Senate, and the approval of the Bylaws of the University Faculty. The University
9 Faculty retains the right of review of the actions of the Academic Senate.

10 **ARTICLE V**
11 **THE ACADEMIC SENATE**

12 **SECTION 1:** The Academic Senate shall:

- 13 A. coordinate the affairs of the University Faculty and its constituent faculties;
14 B. make recommendations to the President of the University in the name of the
15 University Faculty under the authority delegated to it in the Bylaws of the
16 University Faculty;
17 C. establish and operate a system of committees, as provided in the Bylaws of the
18 University Faculty, to conduct the business of the University Faculty;
19 D. serve as the voice of the University Faculty in consultation with the President,
20 the Chancellor, and other persons and agencies, under the authority provided
21 in the Bylaws of the University Faculty;
22 E. in consultation with the President, resolve all questions of the interpretation of
23 the Constitution of the University Faculty; and
24 F. resolve all questions of the interpretation of the Bylaws of the University
25 Faculty.

26 **SECTION 2:** The membership of the Academic Senate shall include:

- 27 A. the President of the University as an ex-officio, non-voting member;
28 B. the Provost and Vice President of Academic Affairs, as an ex-officio, voting
29 member;
30 C. the representatives of the University in the Academic Senate of the California
31 State University;
32 D. twenty-five (25) members elected by and from the Colleges of the University,
33 distributed in proportion to the number of Regular Members in the Colleges,
34 provided that every College shall have at least one member in the Academic
35 Senate;
36 E. ten (10) members-at-large, elected by and from the Regular Members of the
37 University Faculty;
38 F. one (1) member elected by and from faculty who has achieved emeriti status,
39 in accordance with Article VIII of the Bylaws of the University Faculty;

- 1 G. four (4) members elected by and from the University lecturers, in accordance
2 with Article IX of the Bylaws of the University Faculty;
- 3 H. two (2) members elected by and from the Student Services electorate, in
4 accordance with Article X of the Bylaws of the University Faculty;
- 5 I. one (1) staff member selected in accordance with Article XI of the Bylaws of
6 the University Faculty;
- 7 J. the same number of members as the smallest College (not including the
8 University Libraries) selected from among undergraduate or graduate
9 students, in accordance with Article XII of the Bylaws of the University
10 Faculty;
- 11
- 12 K. the chair of each standing committee of the Academic Senate; and
- 13
- 14 L. the immediate past-chair of the Academic Senate, who shall serve a term not
15 to exceed one year.

16
17 Members of the Academic Senate, except emeriti, lecturers, Student Services,
18 Staff and student members, shall be Regular Members of the University Faculty.

19 **SECTION 3:** The Academic Senate shall meet and act in accordance with the Bylaws of the
20 University Faculty.

21 **ARTICLE VI**
22 **THE UNIVERSITY FACULTY OFFICERS**

23 **SECTION 1:** The officers of the University Faculty shall be the President of the University, the
24 officers of the Academic Senate, the Faculty Marshal, and the representatives of
25 the University Faculty on the Academic Senate of the California State University.
26 These officers shall be the Agenda Committee of the University Faculty.

27 **SECTION 2:** The Chair, Vice Chair, and Secretary of the Academic Senate shall serve the
28 respective functions of officers of the University Faculty.

29 **SECTION 3:** The Faculty Marshal shall be responsible for conducting all University Faculty
30 elections and shall have such other duties as are provided in the Bylaws of the
31 University Faculty.

32 **SECTION 4:** The representatives of the University Faculty on the Academic Senate of the
33 California State University shall have such duties, in addition to those required by
34 their statewide office, as are provided in the Bylaws of the University Faculty.

35 **SECTION 5:** The Faculty Marshal and the representatives of the University Faculty on the
36 Academic Senate of the California State University shall be elected by and from
37 the Regular Members of the University Faculty as provided in the Bylaws of the
38 University Faculty.

39 **ARTICLE VII**
40 **RECALL OF OFFICERS**

41 **SECTION 1:** The Regular Members of any of the faculties of the University and its

1 subdivisions shall institute an election for the recall of any elected officer or
2 representative of that faculty, as provided in the Bylaws of the University Faculty,
3 when at least fifteen percent (15%) of the Regular Members of their constituency
4 have petitioned for a recall election.

5 **SECTION 2:** The Regular Members of the faculty of a department or College shall request a
6 review of the administration of their department or College by the President when
7 at least one-third of the Regular Members of the Department or College Faculty
8 have petitioned for such a review.

9 **SECTION 3:** The method for recalling a student representative shall be determined by the
10 Associated Student Body President and Council, subject to the approval of the
11 Academic Senate.

12 **SECTION 4:** The method for recalling a Student Services representative shall be determined by
13 the Student Services electorate, subject to the approval of the Academic Senate.

14 **SECTION 5:** The method for recalling an emeriti representative shall be determined by the
15 Executive Committee of the Academic Senate, subject to the approval of the
16 Academic Senate.

17 **SECTION 6:** The method for recalling a lecturer representative shall be determined by the
18 Lecturer Electorate, subject to the approval of the Academic Senate.

19 **SECTION 7:** The method for recalling a staff representative shall be by a majority vote of same
20 body that elected the representative.

21 **ARTICLE VIII**
22 **STUDENT PARTICIPATION IN FACULTY GOVERNANCE**

23 **SECTION 1:** Student members, with number as specified in Article V, Section 2, J, shall be
24 regular voting members of the Academic Senate.
25

26 **SECTION 2:** Two (2) student members shall be regular voting members of each standing
27 committee-established in the Bylaws, with the exception of the Faculty Affairs
28 Committee and the Committee on Budget and Resource Allocation, (see also
29 Bylaws XII). For those standing committees for which students are eligible to
30 serve, representatives shall be selected in accordance with Article XVI of the
31 Bylaws of the University Faculty.

32 **ARTICLE IX**
33 **THE BYLAWS OF THE UNIVERSITY FACULTY**

34 **SECTION 1:** The University Faculty shall establish a written set of Bylaws for the purposes of
35 stating the faculty organization, procedures, practices, regulations, and policies
36 implementing the provisions of this Constitution. The Bylaws shall contain, at
37 least, the procedures for and regulations governing the election of the Faculty
38 Marshal, the representatives of the University Faculty in the Academic Senate of
39 the California State University, and the members of the Academic Senate; the
40 procedures for, organization of, and regulations governing the commissions,
41 committees, and other bodies of the University Faculty; the procedures for and
42 regulations governing the formal and official consultation and recommendation

1 responsibilities of the University Faculty and its Senate; and the procedures for
2 regulations governing the conduct of the business of the University Faculty and its
3 Senate. The Bylaws may provide for standing rules for the operation throughout
4 the year of the meetings of the University Faculty and for the year-round
5 operation of the Academic Senate, commissions, committees, and other bodies,
6 provided that the standing rules do not conflict with the provisions of this
7 Constitution or the Bylaws of the University Faculty.

8 **SECTION 2:** The Bylaws of the University Faculty shall be adopted by a two-thirds favorable
9 vote in an election in which a majority of the persons eligible to be Regular
10 Members of the University Faculty under this Constitution cast votes. The
11 election shall be conducted by the incumbent faculty secretary.

12 **SECTION 3:** Amendments to the Bylaws of the University Faculty shall be made by the
13 University Faculty by a majority vote in an election in which a majority of the
14 Regular Members cast votes, or two-thirds (2/3) approval vote in an election in
15 which at least one third (1/3), but less than a majority of the Regular Members
16 cast votes, provided that the election lasts a minimum of ten (10) academic days.
17 Approved amendments are effective immediately or on a date specified on the
18 ballot, whichever is later.

19 **SECTION 4:** Amendments to the Bylaws may be proposed by:

- 20 A. A two-thirds (2/3) vote of approval by the Academic Senate.
- 21 B. A petition of five percent (5%) of the regular faculty.
- 22 C. The President of the University.

23
24 **SECTION 5:** Proposed amendments shall be presented to the Secretary of the Academic Senate.
25 The Secretary shall distribute copies of each proposed amendment qualified for
26 election, within five (5) academic days of receipt, to all Regular Members of the
27 University Faculty. An election shall be held on each such proposed amendment
28 not less than ten (10) academic days after it has been distributed to the University
29 Faculty. The election shall be held no more than twenty (20) academic days after
30 distribution for those proposed by methods specified in Section 4 B or C or by the
31 date designated by the Senate for those proposed by the Academic Senate.
32

33 **SECTION 6:** Statements of policy and procedures adopted by the Academic Senate and
34 approved by the President of the University shall be effective immediately or on a
35 specified date, whichever is later, and shall be published along with the Bylaws of
36 the University Faculty for the information of the University Faculty.

37 **SECTION 7:** Whenever an official reorganization of the University requires alterations in the
38 Bylaws, involving such matters as changes in names, titles, and structures of
39 subdivisions of the University, the Academic Senate shall establish an ad hoc
40 committee to make the changes in the Bylaws necessary to accommodate the new
41 organization. If any such reorganization requires a change of substantive nature,
42 the amendment shall be submitted to the University Faculty; if an amendment is
43 nominal and mechanical, it may be approved by two-thirds of the Academic
44 Senate present and voting, provided that upon petition by five percent (5%) of the
45 Regular Members of the University Faculty, such an amendment shall be
46 submitted to the University Faculty for a vote.

1
2 **ARTICLE X**
3 **AMENDMENTS TO THE CONSTITUTION**

4 **SECTION 1:** The University Faculty may vote to amend this Constitution in a university-wide
5 election of the regular faculty members. An amendment shall be adopted by a
6 majority vote in an election in which a majority of the Regular Members cast
7 votes, or two-thirds (2/3) approval vote in an election in which at least one third
8 (1/3), but less than a majority of the Regular Members cast votes. University-
9 wide elections shall have a minimum length of ten (10) academic days. The
10 University Faculty shall not delegate the power to amend this Constitution except
11 in *pro forma* cases provided for in Section 5 of this Article.
12

13 **SECTION 2:** An amendment of the Constitution shall become a part of the Constitution when
14 the University Faculty has voted to amend and the President of the University has
15 ratified the amendment.

16 **SECTION 3:** An amendment to this Constitution may be proposed by:

- 17 A. the Academic Senate, by a two-thirds majority vote of those voting;
18 B. the President of the University; or
19 C. five percent (5%) of the Regular Members of the University Faculty.

20 **SECTION 4:** Proposed amendments shall be presented to the Secretary of the Academic Senate.
21 The Secretary shall distribute copies of each proposed amendment qualified for
22 election, within five (5) academic days of receipt, to all Regular Members of the
23 University Faculty. An election shall be held on each such proposed amendment
24 not less than ten (10) or no more than twenty (20) academic days after it has been
25 distributed to the University Faculty.

26 **SECTION 5:** Whenever an official reorganization of the University requires alterations in this
27 Constitution, involving such matters as changes in names, titles, and structures of
28 subdivisions of the University, the Academic Senate shall establish an *ad hoc*
29 committee to make the changes in the Constitution necessary to accommodate the
30 new organization. If any such reorganization requires a change of substantive
31 nature, the amendment shall be submitted to the University Faculty; if an
32 amendment is nominal and mechanical, it may be approved by two-thirds of the
33 Academic Senate present and voting, provided that upon petition by five percent
34 (5%) of the Regular Members of the University Faculty, such an amendment shall
35 be submitted to the University Faculty for a vote.

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ARTICLE XI
ADOPTION OF THIS CONSTITUTION

SECTION 1: This Constitution shall be deemed adopted, replacing the previously existing Constitution, when:

- A. after an election conducted by the heretofore existing Representative Assembly, in which it is approved by two-thirds of the heretofore existing Faculty Senate voting, provided that no fewer than one-half of the members cast ballots; and
- B. the President of the University shall have ratified it.

SECTION 2: Upon adoption of this Constitution, the Representative Assembly of the heretofore existing Faculty Senate shall issue a call for an election of the new Academic Senate under the provisions of this Constitution. Upon the satisfactory completion of the election of the new Academic Senate, the previously existing Representative Assembly shall disband, and the new Academic Senate shall assume office. Until such time as the Bylaws of the University Faculty have been approved by the University Faculty and the relevant provisions have been implemented, the provisions for committees, the policies, and the regulations of the faculty under the previous Constitution shall remain in effect. Points of disagreement between provisions of the previous Constitution and this Constitution shall be resolved by the Academic Senate and the President of the University, jointly, using the new Constitution as a guide.

SECTION 3: Upon the adoption and ratification of this Constitution, each department and division shall organize its faculty in accordance with the provisions of this Constitution. Official consultation concerning the offerings of a department or of a division, or concerning the nomination and review of the administration of a department or of a division, shall be made through the faculty of the department or division.

9/96
rev. 9/05
revised Fall 2012: 11-12 FUFM 1
revised Winter 2014: 13-14 BEC 12
revised 16-17 FAC 7 amended Spring 2018 election

**CALIFORNIA STATE UNIVERSITY, EAST BAY
BYLAWS OF THE UNIVERSITY FACULTY
PREAMBLE**

These Bylaws are established by the University Faculty to give effect to the provisions of the Constitution of the University Faculty approved by the Faculty on February 28, 1969. As authorized by Article IV of the Constitution, the Bylaws of the University Faculty provide the specific procedures and regulations governing the operation of the University and its subdivisions.

ARTICLE I

MEMBERSHIP IN THE UNIVERSITY FACULTY

SECTION 1: Definitions

The following definitions are to be used in determining the eligibility of a faculty member to hold status as a regular member of the University Faculty:

A. "Full-time" - a person is employed in the University at full salary for their position;

B. "Annual" - the employee of the University is appointed to serve for a full academic year (at least two semesters) at a time;

C. "Academic" - an employee of the University who is assigned to teaching or research or to departmental administration. (See Constitution: Article II, Section 2; Article III, Section 2.)

SECTION 2: Membership Committee

The Faculty Marshal, the Chair of the Academic Senate and the Secretary of the Academic Senate, with the Faculty Marshal as Chair, shall serve as the Membership Committee of the University Faculty. At the beginning of each semester, this committee shall determine and publish the names of those qualified for membership as regular members of the College, Department, and University Faculties. The Membership Committee shall make a ruling when a dispute arises. If any regular member of the University Faculty challenges this ruling, the matter shall be referred to the Academic Senate.

SECTION 3: Regular Members on Leave

A regular member of any faculty on leave of absence from the University remains a regular member of that faculty.

SECTION 4: Emeritus Members

Upon retirement, a tenured regular member of the faculty who has a minimum of twelve years of full-time service to the University or, on the basis of exceptional contributions has been recommended by their academic department or division and approved by the President, shall be granted emeriti status.

1 **SECTION 5:** Emeritus Members

2 The Membership Committee of the University Faculty may obtain a current list of
3 the emeriti faculty from the Academic Affairs Office and shall provide accurate
4 rosters for elections of the emeriti representative to the Academic Senate.

5 **ARTICLE II**
6 **OFFICERS OF THE UNIVERSITY FACULTY**
7 **EXTRA-CONSTITUTIONAL DUTIES**

8 **SECTION 1:** Additional Duties of Officers

9 In addition to the duties inherent in their offices and the duties charged to them by
10 the Constitution,

- 11 A. The President of the University shall preside at meetings of the University
12 Faculty except as provided in Article III, Section 3, and they shall be Chair of
13 the University Faculty Agenda Committee.
- 14 B. The Vice Chair of the Academic Senate shall assume the duties of the Chair in
15 their absence.
- 16 C. The Chair of the Academic Senate shall supervise the Office of the Academic
17 Senate.
- 18 D. The Faculty Marshal shall preside at meetings of the University Faculty as
19 provided in Article III, Section 3; they shall serve as Chair of the University
20 Faculty Membership Committee; and they shall assemble and lead the faculty
21 in academic processions.

22 **ARTICLE III**
23 **MEETINGS OF THE UNIVERSITY FACULTY**

24 **SECTION 1:** Convening of Meetings

25 The University Faculty Agenda Committee shall convene meetings of the
26 University Faculty at the request of:

- 27 A. The President of the University;
- 28 B. The Academic Senate;
- 29 C. Five percent of the regular members of the University Faculty, who shall
30 make their request by means of petition.

31 Requests made to the University Faculty Agenda Committee shall list the subjects
32 to be considered. The University President shall preside at Agenda Committee
33 meetings.

34 **SECTION 2:** Scheduling of Meetings

35 Requests for a University Faculty Meeting shall be addressed to the University
36 President. Following the receipt of the request, they shall schedule an Agenda
37 Committee meeting in not more than three academic days. A majority of this

1 Committee shall constitute a quorum. The Agenda Committee shall then schedule
2 the University Faculty meeting to be held within ten academic days and shall
3 prepare and publish the agenda for the meeting. Faculty members should receive
4 written notification of time, place, and agenda at least three academic days prior
5 to the meeting except under emergency conditions as defined by the Agenda
6 Committee.

7 **SECTION 3: Presiding Officers**

8 The President of the University shall serve as the presiding officer of the meetings
9 of the University Faculty except that:

- 10 A. they may delegate the responsibility to the Chair of the Academic Senate or to
11 the Faculty Marshal; and
- 12 B. The Chair of the Academic Senate shall preside when a recommendation of
13 the University Faculty to the President of the University is under
14 consideration.

15 **ARTICLE IV**
16 **OFFICERS OF THE ACADEMIC SENATE AND THE EXECUTIVE COMMITTEE**

17 **SECTION 1: Officers**

18 The officers of the Academic Senate shall be the Chair, the Vice Chair, and the
19 Secretary.

20 **SECTION 2: Duties of Chair and Vice Chair**

21 The Chair of the Academic Senate shall preside at its meetings. When the Chair
22 is absent, or when they relinquish the Chair in order to participate in discussion,
23 the Vice Chair shall preside.

24 **SECTION 3: Duties of the Secretary**

25 The Secretary of the Academic Senate shall keep the records of the Academic
26 Senate, of the Executive Committee, and of the University Faculty.

27 **SECTION 4: Chair Pro Tempore**

28 At any meeting of the Academic Senate at which neither the Chair nor the Vice
29 Chair is present, the Senate shall, for that meeting only, elect a Chair *pro tempore*.

30 **SECTION 5: Executive Committee**

31 The Officers of the Academic Senate, the President of the University (as an ex-
32 officio, non-voting member), the Provost and Vice President of Academic Affairs
33 (as an ex-officio, voting member), the immediate Past Chair of the Academic
34 Senate, Academic Senators of the California State University, and five persons
35 elected by the Academic Senate from among its members shall serve as the
36 Executive Committee of the Academic Senate. The Committee shall supervise
37 the work of the Senate and prepare the agenda for its meetings. In considering a
38 submission for the agenda of the Senate, the Executive Committee may place it on

1 the agenda or make appropriate referral. If the Executive Committee makes any
2 revision in form or in substance before placing an item on the agenda, the nature
3 and extent of the revisions shall be reported to the Senate and to the originator.

4 **SECTION 6: Personnel Matters**

5 When considering personnel matters relating directly to individual members of
6 the faculty or the administration, the Executive Committee shall meet in executive
7 session.

8 **SECTION 7: Organizational Meeting Voting**

9 Only the Staff Representative, the Statewide Academic Senators, the newly
10 elected Standing Committee Chairs, the newly elected Academic Senators, and
11 those Academic Senators in the middle of an elected two-year term are eligible to
12 vote in the organizational meeting of the new Academic Senate. Absentee and/or
13 proxy voting shall not be permitted.

14 **ARTICLE V**
15 **GENERAL PROCEDURES FOR THE CONDUCT OF BUSINESS**
16 **OF THE UNIVERSITY FACULTIES AND THE ACADEMIC SENATE**

17 **SECTION 1: Parliamentary Procedure**

18 Meetings of the University Faculties and the Academic Senate shall be guided by
19 generally accepted rules of parliamentary procedure except on points where
20 standing rules direct otherwise.

21 **SECTION 2: Standing Rules**

22 The Academic Senate shall adopt standing rules; and these shall include
23 provisions for conducting the business of the Senate throughout the University
24 year. The several University Faculties may adopt standing rules. (See
25 Constitution: Article II, III, IV.)

26 **SECTION 3: Voting**

- 27 A. Voting at meetings of the University Faculties, Academic Senate and
28 Executive Committee shall be by voice unless a show of hands or a division of
29 the house is requested by a member. A written ballot shall be required for
30 every contested election to office, and shall be permitted as a method of
31 voting in other cases upon concurrence of a majority of the members present.
- 32 B. Each eligible voting member shall have one vote.
- 33 C. Voting by email is permitted when issues need immediate action by the Senate
34 or its committees. If there is a substantive objection by a member, email
35 voting will be suspended and the matter will either wait for the next meeting
36 or a special meeting may be called. Voting may only be administered by the
37 Chair of the committee or by the Senate Office.

1 **SECTION 4: Minutes**

2 The Secretary of the Academic Senate shall keep minutes for each meeting of the
3 University Faculty, and of the Academic Senate. These shall be a summary of the
4 discussion on every matter of importance. Every motion which has been made at
5 the meeting shall be contained in the minutes and the disposition of each one of
6 them shall be made clear. Any counting of votes made at the meeting shall be
7 recorded in the minutes. Other faculties should provide for the keeping of
8 minutes.

9 **SECTION 5: Quorums**

10 A quorum of the University Faculty for any meeting shall be 25% of the whole
11 regular membership. A quorum for the Academic Senate shall be 50% of the
12 faculty members who have been elected at-large and from the Colleges. Other
13 faculties of the University may establish whatever quorums they deem
14 appropriate.

15 **SECTION 6: Parliamentarian**

16 The presiding officers of each of the University Faculties and the Academic
17 Senate may appoint a parliamentarian who shall advise on procedural rulings at
18 the request of the presiding officer. Parliamentarians shall be guided by generally
19 accepted rules of parliamentary procedure, and by standing rules where they have
20 been adopted.

21 **SECTION 7: Privileges of the Floor**

22 The University Faculties and the Academic Senate may grant the privilege of the
23 floor to non-members by a vote of a majority of the members present.

24 **SECTION 8: Election and Recall Procedures**

25 The faculty of each College and each Division having College status (as defined
26 in Article III, Section 8 of the Constitution) shall establish election and recall
27 procedures, which shall apply to the College representatives on the Academic
28 Senate and its committees, and such other election as the College or Division may
29 determine. The procedures shall be subject to the approval of the Academic
30 Senate.

31 **ARTICLE VI**
32 **UNIVERSITY-WIDE ELECTION PROCEDURES**

33 **SECTION 1: Annual Elections**

34 Annual elections shall be held to elect a Faculty Marshal, Academic Senators of
35 The California State University (in years when there are seats to be filled), and
36 representatives-at-large to the Academic Senate. The elections shall be completed
37 by March 15. The results of these elections shall be announced no later than three
38 days following the election.

39 **SECTION 2: Terms of Office**

- 1 A. Faculty Marshal. The Faculty Marshal shall serve a term of one year. They
2 may be re-elected, but may not serve more than two successive terms.
- 3 B. Academic Senators. Each representative to the Academic Senate, except the
4 lecturer and student representatives (see Articles IX and XII), shall be elected
5 for a term of two years and may serve two consecutive terms. Having served
6 such consecutive terms, they shall not be eligible to serve again within a year.
7 A person elected to serve out the unexpired term of another shall be eligible
8 for election to two two-year terms of their own, provided no person shall serve
9 more than five consecutive years.
- 10 C. Balance of Alternation. When necessary and notwithstanding provisions in
11 Part B of this Section, before each election the Faculty Marshal shall assign to
12 each College the number of one-year terms that will establish or maintain a
13 balance of alternation.
- 14 D. The term of each person elected in an annual election shall begin on the first
15 day of summer recess, except that the term of an Academic Senator of he
16 California State University shall begin on or before June 1st (beginning with
17 the organizational meeting of the CSU Statewide Senate).
18
19

20 **SECTION 3: Nominations**

21 The Executive Committee of the Academic Senate (see Article IV, Section 5)
22 shall make nominations for the offices listed in Section 1, assuring that there are
23 at least two nominees for each position to be filled, and shall process additional
24 nominations received by petition. Each person nominated shall have given their
25 written consent (via email is acceptable) to having their name appear on the
26 ballot. In conducting the nominating process, the Committee shall follow these
27 procedures, using either electronic or hard copy distribution:

- 28 A. Not less than ten academic days before the scheduled election the Committee
29 shall publish to the University Faculty a statement of the positions to be filled,
30 a list of continuing members of the Academic Senate and continuing
31 Academic Senators of the California State University, (when there is a seat in
32 the Senate, California State University to be filled), and a preliminary list of
33 nominees.
- 34 B. For a period of five academic days after the publishing of the preliminary list
35 the Committee shall accept nominating petitions from the faculty. A petition
36 to nominate must bear the signatures of the nominee and five other regular
37 members of the University Faculty. Each petition shall be forwarded to the
38 Committee through the Office of the Academic Senate.
- 39 C. After the last day for nomination by petition, the Committee shall certify the
40 eligibility of each nominee.

41 **SECTION 4: Voting**

42 Voting for all officers listed in Section 1 shall be by mail ballot, which can be
43 either electronic voting or by hard copy, as long as voting anonymity is ensured.
44 In each annual election, balloting shall continue for ten consecutive academic
45 days. Results shall be announced within three academic days after the last day of

1 balloting.

2 **SECTION 5: Conducting Mail Ballots**

3 The Executive Committee (see Article IV, Section 5) shall supervise mail ballots.
4 The Committee shall proceed in the following way:

5 A. The Committee shall send to each member of the University faculty eligible to
6 vote in the election a "Notice of Election by Mail." The notice shall state the
7 offices to be filled and/or items to be voted upon (together with information
8 showing the source of each item, and any action taken on each item by the
9 Academic Senate), the ballot and return envelopes and a statement of the
10 procedures and time limits for voting.

11 B. The Committee shall also:

- 12 1) ensure anonymity in balloting;
- 13 2) check the roster of those eligible to vote against the ballots received;
- 14 3) arrange for the counting of the ballots, and announce the results of election
15 within three academic days after balloting has been completed; and
- 16 4) if ties occur, determine the rank order of the tied nominees by drawing lots
17 and giving the winner of the drawing the higher and the loser the next
18 lower rank in the balloting.

19 **SECTION 6: Invalidation of Election**

20 Upon receiving a report from the Executive Committee the Academic Senate
21 may, if there be cause, invalidate an election, or any part of it, and require that
22 another election be held.

23 **SECTION 7: Vacancies**

24 If an office listed in Section 1 becomes vacant for more than one semester, the
25 Academic Senate shall nominate at least two persons and select one of them by
26 written ballot to serve the period of absence. If such an office becomes vacant
27 with one semester or less remaining in the term of office, the Executive
28 Committee may fill the vacancy by appointment for the balance of the term. If an
29 Academic Senator of The California State University is temporarily unable to
30 perform their duties as Senator, the Executive Committee may appoint an
31 alternate Senator to fulfill the obligations of that office during the Senator's
32 absence.

33 **SECTION 8: Recall Election**

34 If a petition requesting the recall of an officer listed in Section 1 is filed with the
35 Executive Committee, it shall conduct an election by mail (electronic or hard
36 copy) in accordance with the provisions established herein. The question shall be
37 put, "Shall (name of office holder and office they hold) be recalled?" If a
38 majority of those voting favor recall, the position shall be declared vacant and
39 shall be filled as prescribed in Section 7.

1 **ARTICLE VII**
2 **REPRESENTATION OF COLLEGES IN THE ACADEMIC SENATE**

3 **SECTION 1:** Divisions treated as Colleges

4 For the purposes of representation in the Academic Senate, the Division of
5 University Libraries shall be treated as a College. (See also, Article XVI, Section
6 2, below.)

7 **SECTION 2:** Proportional Representation in the Academic Senate

8 Early in the Spring Semester of each year the Faculty Marshal, in consultation
9 with the Executive Committee, shall allocate to each College Faculty the number
10 of Senate representatives to which it is entitled. The allocation of 25 College
11 representatives to the several Colleges shall be proportional to the number of
12 regular members in the College Faculties, provided no College shall be
13 unrepresented. Taking into consideration the number of continuing
14 representatives of each College, the Faculty Marshal shall inform each College
15 Dean of the number of representatives to be elected to one- and two-year terms.
16 If a College would be over-represented by the continuance in office of its
17 representatives who have unexpired terms, the Faculty Marshal shall notify the
18 College Dean of the need to relinquish representative(s). The College Faculty
19 shall determine which representative(s) shall be removed.

20 **SECTION 3:** Election of College Representatives

21 After the announcement of the results of the election of representatives-at-large of
22 the Academic Senate, each College Faculty shall elect to the Senate the number of
23 representatives to which it is entitled. The elections shall be completed by April
24 15 and the results of these elections shall be certified to the Faculty Marshal, who
25 will announce them to the University.

26 **SECTION 4:** Disbandment of Colleges

27 Whenever a College Faculty is disbanded because of reorganization of the
28 University, all of its representatives shall resign from the Academic Senate. The
29 Faculty Marshal shall then determine the necessary adjustment in the distribution
30 of College representatives, and shall notify the Dean of each College which has
31 gained a seat, or seats, because of the adjustment. Each such College, following
32 regular election procedures, shall elect its newly acquired representative(s) for
33 term(s), which will maintain the balance of alternation.

34 **SECTION 5:** Vacancies in College Representation

35 If a vacancy of more than one semester occurs in the representation of a College,
36 the Executive Committee shall request the College or Division to hold a special
37 election to fill the vacancy for the period of absence, following regular election
38 procedures. If the vacancy is for one semester or less, the Executive Committee
39 may appoint a member of the appropriate College or Division to fill the vacancy.

1 **ARTICLE VIII**
2 **REPRESENTATION OF EMERITI IN THE ACADEMIC SENATE**

3 **SECTION 1: Emeriti Member of the Academic Senate**

4 In Spring Semester, the Executive Committee shall request the secretary of the
5 Academic Senate to arrange for the selection of one (1) emeriti member of the
6 Academic Senate. The emeriti electorate is defined as those individuals who have
7 achieved emeritus or emerita status, according to Article I, Section 4, of these
8 Faculty Bylaws.

9 **SECTION 2: Election of Emeriti Member of the Academic Senate**

10 The nomination and election of an emeriti faculty representative shall be
11 completed by April 15 and the results of the election shall be certified to the
12 Faculty Marshal, who will announce them to the University. The term of the
13 elected Senator shall run for a period of two (2) years. The Executive Committee
14 of the Academic Senate shall make nominations, assuring that there shall be at
15 least two nominees for the position to be filled, and shall process additional
16 nominations received by petition. Each person nominated shall have given their
17 written consent to having their name appear on the ballot. In conducting the
18 nominating process, the Executive Committee shall follow these procedures:

19 A. Not less than ten academic days before the scheduled election, the Executive
20 Committee shall develop a preliminary list of nominees and have it mailed to
21 the emeriti faculty in accord with Article VI, Section 5 of the Bylaws of the
22 University Faculty.

23 B. For a period of ten (10) academic days after the mailing of the preliminary
24 list, the Executive Committee shall accept further nominations for the emeriti
25 seat, including self-nominations. All nominations must bear the signature of
26 the nominee. Each nomination shall be forwarded to the Executive
27 Committee through the Office of the Academic Senate.

28 C. After the last day for nominations by petition, the Executive Committee shall
29 certify the eligibility of each nominee. Each eligible Professor Emeritus or
30 Emerita shall be allowed to vote for one candidate. Voting shall be in
31 accordance with Article VI, Sections 4 and 5 of the Faculty Bylaws.

32 D. If a vacancy of one year or more occurs in the representation of the emeriti
33 faculty, the Executive Committee shall conduct a special election to fill the
34 vacancy for the remainder of that term from among the emeriti electorate. If
35 the vacancy is for less than one year, the Executive Committee may appoint
36 an emeriti faculty member to fill the vacancy for the remainder of the term.

37 **ARTICLE IX**
38 **REPRESENTATION OF LECTURERS IN THE ACADEMIC SENATE**

39 **SECTION 1: Lecturer Members of the Academic Senate**

40 In Spring Semester, the Executive Committee shall request the secretary of the
41 Academic Senate to arrange for the election of four (4) at-large lecturer members
42 of the Academic Senate and one (1) at-large lecturer member to each the
43 following standing committees: Committee on Instruction and Curriculum,

1 Committee on Academic Planning and Review, Committee on Research, and
2 Faculty Diversity and Equity Committee. The lecturer electorate is defined as
3 those individuals who have annual appointments of half-time or more, except for
4 CSUEB graduate students, as defined by Article XII, Section 1 of the Faculty
5 Bylaws. A lecturer representative will serve a one-year term and may serve for
6 four consecutive terms.

7 **SECTION 2:** Election of Lecturer Members to the Academic Senate

8 The nomination and election of lecturer representatives shall be completed by
9 April 15 and the results of the election shall be certified to the Faculty Marshal,
10 who will announce them to the University. The Office of the Academic Senate
11 shall request the Academic Affairs Office to provide it with a list of those
12 qualified for membership in the lecturer electorate. After being provided with the
13 list, the Office of the Academic Senate shall publish the names of those qualified
14 for membership in the lecturer electorate and publish a request for self-
15 nominations. The Executive Committee of the Academic Senate shall process
16 additional nominations received by petition. Each person nominated shall have
17 given their written consent to having their name appear on the ballot. In
18 conducting the nominating process, the Executive Committee shall follow these
19 procedures:

- 20 A. Not less than ten academic days before the scheduled election, the Executive
21 Committee shall publish a preliminary list of nominees.
- 22 B. For a period of five academic days after the publishing of the preliminary list,
23 the Executive Committee shall accept nominating petitions from the lecturers.
24 A petition to nominate must bear the signatures of the nominee and three other
25 lecturers. Each petition shall be forwarded to the Executive Committee
26 through the Office of the Academic Senate.
- 27 C. After the last day for nomination by petition, the Executive Committee shall
28 certify the eligibility of each nominee. Each eligible lecturer shall be allowed
29 to vote for four candidates for election to the Academic Senate and one
30 candidate for each of the four standing committees. Voting shall be in
31 accordance with Article VI, Sections 4 and 5 of the Faculty Bylaws.
- 32 D. If a vacancy occurs in the representation of the lecturer electorate, the
33 Executive Committee shall appoint a member of the lecturer electorate to fill
34 the vacancy for the remainder of the term.

35 **ARTICLE X**

36 **REPRESENTATION OF THE STUDENT SERVICES ELECTORATE**

37 **IN THE ACADEMIC SENATE**

38 **SECTION 1:** Definition of the Student Services Electorate

39 The Student Services electorate is defined as those student services professionals
40 (in both the Academic Affairs and Student Affairs Divisions) classified SSP III or
41 higher. Questions regarding the interpretation of this definition shall be referred
42 to the Executive Committee for resolution.

1 **SECTION 2:** Election of Student Services Representatives to the Academic Senate

2 The Student Services electorate shall elect two (2) representatives to the
3 Academic Senate, one (1) representative to the Committee on Academic Planning
4 and Resources, and one (1) representative to the Committee on Instruction and
5 Curriculum. Student Services representatives shall be elected to two-year terms.
6 The terms of the two Academic Senators shall be staggered. In Spring Semester,
7 the Executive Committee shall request the Secretary of the Academic Senate to
8 arrange for an election to fill the vacancies to be created by expiring terms.
9 Student Services representatives may serve two consecutive terms. The election
10 shall be completed by April 15 and the results of the election shall be certified to
11 the Faculty Marshal, who will announce them to the University.

12 **SECTION 3:** Vacancies in Student Services Representation

13 If a vacancy of more than one semester occurs in the representation of the Student
14 Services electorate, the Executive Committee shall request the electorate to hold a
15 special election to fill the vacancy for the period of absence. If the vacancy is for
16 one semester or less, the Executive Committee may appoint a member of the
17 electorate to fill the vacancy.

18 **ARTICLE XI**
19 **REPRESENTATION OF STAFF IN THE ACADEMIC SENATE**

20 *This has been changed to conform with 03-04 BEC 10, approved by the Senate in 03-04, as an*
21 *interim procedure which will be used until an acceptable permanent procedure is adopted.*

22 **SECTION 1:** Definition of Staff

23 Every permanent staff employee of California State University, East Bay,
24 excluding MPP employees and anyone already represented in an electorate is
25 eligible to serve as a Staff member representative.

26 **SECTION 2:** Selection of Staff Representative to the Academic Senate

27 The Senate Office shall call for self-nominations via mass email in the first week
28 of the Spring Semester each year, when needed. The Executive Committee of the
29 Academic Senate shall approve the ballot and the Academic Senate will elect a
30 staff member from those on the ballot at its first meeting in Spring Semester. The
31 Staff representative shall be appointed for a two-year term.

32 **SECTION 3:** Vacancies in Staff Representation

33 If a vacancy occurs in the Staff representation, the Executive Committee shall
34 appoint a replacement for one semester or until an election by the Senate can take
35 place.

36 **ARTICLE XII**
37 **STUDENT MEMBERSHIP ON THE ACADEMIC SENATE**
38 **AND ON STANDING COMMITTEES**

39 **SECTION 1:** Student Members of the Academic Senate and Committees

1 In the Spring Semester the Associated Students President will arrange for the
2 election of the number of student members of the Academic Senate specified in
3 Article V, Section 2, J of the Constitution, and two (2) student members to each
4 Standing Committee except the Faculty Affairs Committee and the Committee on
5 Budget and Resource Allocation. Student representatives shall be elected to one-
6 year terms. The following criteria shall apply in determining eligibility:

7 A. Candidates for Student Senator to the Academic Senate must have earned no
8 fewer than 14 units of academic credit, with a GPA of 2.0 or better, during the
9 twelve months immediately preceding the term in which the filing of
10 candidacy occurs.

11 1) Candidates for student member on a Standing Committee of the Academic
12 Senate must have completed at least one semester at CSUEB with a GPA
13 of 2.0 or better prior to filing candidacy for office.

14 2) All candidates must be enrolled for and earn a minimum of seven (7) units
15 during the term in which the election is held.

16 3) Candidates must be in good standing at CSUEB.

17 4) A representative or committee member may run for consecutive terms.

18 B. Eligibility for Holding Positions of Student Senator or Standing Committee
19 Member of the Academic Senate

20 1) Student must be in good standing.

21 2) Student must be registered for seven (7) or more units and earn a
22 minimum of a 2.0 grade point average for these units.

23 C. Procedures for Election

24 1) The procedures for election to student positions on the Academic Senate
25 shall be those contained in the Associated Students Election Code.

26 2) A vacant student position with an unexpired term of less than one year
27 shall be filled by appointment by the Associated Students Board of
28 Directors for the remainder of the unexpired term, subject to Academic
29 Senate approval.

30 D. Graduate Student defined: Any student who has classified or unclassified
31 Graduate status.

32 **ARTICLE XIII**
33 **LIAISON OFFICERS OF THE UNIVERSITY FACULTY**

34 **SECTION 1: Student Affairs Liaison Officer (SALO)**

35 A. The Academic Senate shall elect for a two-year term a tenured regular faculty
36 member to serve as Student Affairs Liaison Officer. The election shall
37 normally take place in the year preceding the term of office.

38 B. The Executive Committee of the Academic Senate may nominate candidates

1 for Student Affairs Liaison Officer. The Academic Senate may make
2 additional nominations. A vacancy in the position shall be filled for the
3 remainder of the two-year term by the same procedure.

4 C. The same person may be elected to serve additional consecutive terms.

5 D. The duties of the Student Affairs Liaison Officer shall be to:

6 1) Consult regularly with administrators who have assigned responsibilities
7 in student affairs, with the representatives of the Associated Students, and,
8 as appropriate, with faculty standing committees about policies, activities,
9 and issues affecting the welfare of students of the University;

10 2) Report regularly, as requested by the Executive Committee, to the
11 Academic Senate on matters affecting student welfare;

12 3) Recommend as appropriate further review, study, or action by the
13 Academic Senate or Executive Committee on matters affecting student
14 welfare.

15 **SECTION 2: Diversity & Equity Liaison Officer (DELO)**

16 A. The Academic Senate shall elect for a two-year term a tenured regular faculty
17 member to serve as Diversity & Equity Liaison Officer. The election shall
18 normally take place in the year preceding the term of office.

19 B. The Executive Committee of the Academic Senate may nominate candidates
20 for Diversity & Equity Liaison Officer. The Academic Senate may make
21 additional nominations. A vacancy in the position shall be filled for the
22 remainder of the two-year term by the same procedure.

23 C. The same person may be elected to serve no more than two consecutive terms.

24 D. The duties of the Diversity & Equity Liaison Officer shall be to:

25 1) Maintain an appropriate liaison with the search committees to encourage a
26 search in the broadest spectrum possible; consult with other administrators
27 who have assigned responsibilities in diversity, equity and Affirmative
28 Action, and as appropriate, with faculty standing committees about
29 policies, activities, and issues affecting faculty diversity, equity and social
30 justice at the University;

31 2) Report regularly, as requested by the Executive Committee, to the
32 Academic Senate on matters affecting diversity and equity;

33 3) Recommend as appropriate further review, study, or action by the
34 Academic Senate or Executive Committee on matters affecting Diversity
35 & Equity; and

36 4) Serve as a resource for system wide policies and procedures concerning
37 faculty diversity and equity at the University.
38

39 **ARTICLE XIV**

1 **DUTIES OF THE ACADEMIC SENATE**

2 **SECTION 1:** Delegations of Authority to the Academic Senate

3 The University Faculty delegates to the Academic Senate the authority to make
4 recommendations to the President on the subjects listed in Article IV, Sections 6
5 and 7, of the Constitution of the University Faculty; and to administer Standing
6 Committees of the Faculty and whatever *ad hoc* committees may be established.

7 **SECTION 2:** Conduct of Faculty Affairs

8 The Academic Senate shall speak for the University Faculty in consultation with
9 the President, the Chancellor, and other persons and agencies, except when the
10 University Faculty chooses to speak for itself. The Senate may designate its
11 Executive Committee or any of its officers to carry on the consultation in
12 specified instances.

13 **SECTION 3:** Special Summer Procedures

14 If the Chair of the Academic Senate is unable to obtain a quorum of the Senate in
15 the summer session, the Executive Committee is authorized to act as a
16 consultative body of the University Faculty on urgent matters. All actions of the
17 Executive Committee shall be subject to ratification by the Academic Senate at its
18 next meeting.

19 **ARTICLE XV**
20 **MEETINGS OF THE ACADEMIC SENATE**

21 **SECTION 1:** Regular Meetings

22 Regular meetings of the Academic Senate shall be scheduled by the Executive
23 Committee. The Committee shall prepare a proposed agenda and distribute it
24 along with pertinent materials before each regular meeting, as may be provided by
25 the standing rules.

26 **SECTION 2:** Special Meetings

27 A special meeting may be called by the Executive Committee for the purpose of
28 studying and acting upon urgent items of business. The Committee is required to
29 call a special meeting when requested by the President of the University, or when
30 petitioned by fifteen members of the Academic Senate. In the case of special
31 meetings, any provisions for notice may be suspended.

32 **ARTICLE XVI**
33 **THE COMMITTEE SYSTEM**

34 **SECTION 1:** Representation of Colleges on Standing Committees

35 Early in the Spring Semester of each year the Executive Committee shall allocate
36 to each College Faculty the number of representatives on each Standing
37 Committee of the University Faculty to which it is entitled. The allocation shall
38 be proportional to the number of regular members in the College Faculties; except

1 that each College shall have at least one representative on each Standing
2 Committee.

3 **SECTION 2:** Election of College Representatives to Standing Committees

4 Concurrently with the election of College representatives to the Academic Senate
5 (Article VII, Section 3) each College and the University Libraries shall elect the
6 number of representatives on each Standing Committee to which it is entitled.
7 Those faculty members of Standing Committees who are elected as College
8 representatives or Library representatives must be regular members of the
9 University Faculty.

10 **SECTION 3:** Election of Student Services Representatives to Standing Committees

11 Concurrently with the election of the Student Services electorate representatives
12 to the Academic Senate (Article X, Section 2), the Student Services electorate
13 shall elect one representative to the Committee on Academic Planning and
14 Review and one representative to the Committee on Instruction and Curriculum.

15 **SECTION 4:** Election of Lecturer Representatives to Standing Committees

16 Concurrently with the election of the lecturer electorate representatives to the
17 Academic Senate (Article IX, Section 2), the lecturer electorate shall elect one
18 representative from among the lecturer electorate to the Committee on Academic
19 Planning and Review, one representative to the Committee on Instruction and
20 Curriculum, one representative to the Committee on Research, and one
21 representative to the Committee on Faculty Diversity & Equity.

22
23 **SECTION 5:** Presidential Appointees

24 Before the end of the Spring Semester, the President shall appoint one
25 administrator or faculty member to each committee, except the Committee on
26 Budget and Resource Allocation, where two representatives are to be appointed.

27 **SECTION 6:** Terms of Office

28 A. For Student Members of Standing Committees: Student members shall be
29 selected for one-year terms. A student member may serve no more than two
30 terms of one year each. A student appointed to serve out the unexpired term of
31 another shall be eligible for two additional terms.

32 B. For Lecturer Members of Standing Committees: Lecturer members shall be
33 selected for one-year terms. Such members may serve consecutive terms, but
34 having served four terms, shall not be eligible to serve again on the same
35 committee within a year. A lecturer appointed to serve out the unexpired term
36 of another shall be eligible for election to four terms of his/her own, provided
37 that no person shall serve more than five consecutive years. If a lecturer is
38 appointed to the Faculty Diversity and Equity Committee as a faculty member
39 with expertise in Ethnic Studies or a faculty member with expertise in
40 Women's Studies, s/he will be selected for a two-year term (See Article XVII,
41 Section 6, B2 and B3).

42 C. For Presidential Appointees on Standing Committees: Presidential appointees

1 shall be appointed for one-year terms.

2 D. For College Faculty and Student Services Members of Standing Committees
3 Other than COBRA: College Faculty members and Student Services members
4 shall be elected for two-year overlapping terms. Such members may serve
5 consecutive terms, but having served two terms, shall not be eligible to serve
6 again on the same committee within a year. Such a member elected or
7 appointed to serve out the unexpired term of another shall be eligible for
8 election to two terms of their own, provided that no person shall serve more
9 than five consecutive years.

10 E. For College Faculty Members on the Committee on Budget and Resource
11 Allocation (COBRA): College Faculty members shall be elected for two-year
12 overlapping terms. There is no term limitation for service on COBRA.

13 F. Balance of Alternation: When necessary and notwithstanding provisions in
14 Parts 3 and 4 of this Section, the Executive Committee shall provide for a
15 balance of alternation on committees by apportioning one-, and two-year
16 terms among the Colleges.

17 **SECTION 7: Restriction on Committee Memberships**

18 No person shall be a candidate for more than one Standing Committee; no elected
19 faculty, Student Services or student member shall serve on more than one
20 committee.

21 **SECTION 8: Vacancies**

22 When a vacancy occurs on a committee it shall be filled for the period of absence
23 in the following ways:

24 A. A presidential appointee: The Executive Committee shall request the
25 President to appoint a replacement;

26 B. A College faculty member: For an absence of more than one semester, the
27 Executive Committee shall request the College or University Library Faculty
28 to provide a replacement. For an absence of one semester or less, the
29 Executive Committee shall appoint a replacement member from the
30 appropriate College or University Library;

31 C. A Student Services member: The Executive Committee shall request the Vice
32 President of Student Services to provide for the selection of a qualified
33 replacement by a method to be determined by the Student Services electorate;

34 D. A student member: The Executive Committee shall request the President of
35 the Associated Students to provide for the selection of a qualified student
36 replacement by a method to be determined by the Associated Student Body
37 President and Council.

38 E. A lecturer member: The Executive Committee shall appoint a member of the
39 lecturer electorate to fill the vacancy for the remainder of the term.
40

41 **SECTION 9: Termination of Membership**

42 A. The Executive Committee may terminate the service of any member of

1 committee or subcommittee whose continuance is deemed by a majority of the
2 entire membership of the committee to interfere with the orderly conduct of
3 business.

4 B. Ordinarily, any member of a committee or subcommittee who is absent three
5 (3) times in a semester shall be terminated from service on the committee or
6 subcommittee. The committee chair shall confer with such a member
7 concerning their resignation and report the circumstances to the Executive
8 Committee.

9

10 **SECTION 10:** Responsibilities of the Chair

11 A. Each committee shall elect a Chair from among the elected faculty
12 representatives whose principal function shall be to organize the business of
13 the committee and to preside at its meetings. The Chair of each committee
14 shall be a voting member, representing their committee in the Academic
15 Senate. The Chairs shall be elected faculty members and shall serve a one-
16 year term, with encouragement to the COBRA Chair to serve more than one
17 year.

18 B. At the end of each academic year, the Chair shall report to the Academic
19 Senate concerning actions taken during the year and any unfinished business.

20 **SECTION 11:** Committee Procedures

21 Each committee shall, with the approval of the Executive Committee, establish
22 procedures for the conduct of its business. Only the Committees on Faculty
23 Affairs and Research and their subcommittees may establish procedures
24 containing provisions for closed meetings.

25 **SECTION 12:** Regular Subcommittees

26 With the consent of the Executive Committee any committee may establish
27 regular subcommittees. These shall report to the committee. The Chair shall
28 appoint the members of subcommittees annually, in consultation with the whole
29 committee and subject to the approval of the Executive Committee. At least one
30 member of each subcommittee shall be an elected faculty member of the
31 committee, with the exception of the Graduate Programs Subcommittee of CIC,
32 on which the Presidential Appointee to CIC may serve rather than an elected
33 faculty member; other members may be drawn from any segment of the
34 University community, except that only faculty members may serve on
35 subcommittees that deal with faculty personnel matters. Members of
36 subcommittees shall be chosen with a view of their special acquaintance with the
37 subjects within the purview of the subcommittee.

38 **SECTION 13:** Special Subcommittees

39 A. In consultation with the committee, the Chair may establish special
40 subcommittees; and they may, with the approval of the Executive Committee,
41 appoint persons who are not members of the committee.

42 B. Special subcommittees shall go out of existence at the end of the academic

1 year.

2 **SECTION 14:** Committee Reports

3 The Chair of each committee shall transmit its recommendations and shall report
4 the results of its consultation to the Executive Committee in the form and manner
5 prescribed by the Standing Rules of the Academic Senate. In those instances in
6 which a committee is authorized to report directly to the President, when
7 recommending a policy matter, the report shall first be placed on the agenda of
8 the Senate, as provided for in the Standing Rules. When recommending specific
9 personnel actions, the report need not be so placed on the agenda.

10 **ARTICLE XVII**
11 **THE STANDING COMMITTEES OF THE UNIVERSITY FACULTY**

12 **SECTION 1:** Committee on Instruction and Curriculum (CIC)

13 A. Duties of the Committee:

- 14 1) To make recommendations to the Academic Senate on graduate and
15 undergraduate curriculum;
- 16 2) To make recommendations to the Academic Senate on professional
17 curricula, including teacher education;
- 18 3) To make recommendations to the Academic Senate on policies relating to
19 academic standards, requirements for granting certificates, teaching
20 credentials, honorary and earned degrees, and honors for scholastic
21 achievement;
- 22 4) To make recommendations to the Academic Senate on policies regarding
23 probation, dismissal, and reinstatement of students;
- 24 5) To consult on matters relevant to the affairs of the Committee with the
25 Vice President for Academic Affairs or their designee, and to report
26 periodically the nature of this consultation to the Executive Committee;
- 27 6) To make recommendations to the Academic Senate on requirements for
28 admission to, continuation in, and completion of graduate and
29 undergraduate programs within the limits of the policies of California
30 State University; and
- 31 7) To consult, when appropriate, with other Standing Committees.

32 Special Procedures for Recommendation

33 B. The Committee on Instruction and Curriculum shall recommend as follows:

- 34 1) Curricular change proposals as provided in the Procedures for Faculty
35 Review of Curricular Change Proposals; and
- 36 2) To the Academic Senate any action not specifically mentioned above.

1 Membership

2 C. The Membership of the Committee on Instruction and Curriculum shall be:

- 3 1) Eight (8) members from the Colleges of the University;
- 4 2) One (1) appointee of the President of the University;
- 5 3) One (1) representative of the University Libraries;
- 6 4) One (1) representative of the Student Services Professional electorate;
- 7 5) Two (2) members of the student body of the University, one (1)
- 8 undergraduate and one (1) graduate; and
- 9 6) One (1) member of the lecturer electorate; and
- 10 7) One (1) non-voting representative of the Division of Extended Education.

11 **SECTION 2:** Committee on Academic Planning and Review (CAPR)

12 A. Duties of the Committee:

- 13 1) To recommend to the Academic Senate policies that help the University to
- 14 achieve its long-term academic goals in the light of changing conditions;
- 15 2) To review each existing academic program's annual report, and to perform
- 16 a full Program Review at intervals not to exceed five years, except as
- 17 modified for outside accredited programs, and to recommend for each
- 18 program reviewed, within eighteen months of the initiation of the review,
- 19 one of the following: continuation without modification, continuation
- 20 with specified modifications, continuation with monitoring by CAPR for a
- 21 time to be specified, or discontinuance;
- 22 3) To review Temporary Program Suspension requests and requests for
- 23 Name Changes of Academic Units
- 24 4) To review the Academic Master Plan of the University, to consider
- 25 requests for revisions of that plan, and to make recommendations to the
- 26 Academic Senate for the adoption of each annual phase of revision of the
- 27 Academic Master Plan;
- 28 5) To coordinate long range plans for academic development with campus
- 29 planning of facilities development;
- 30 6) To make recommendations concerning principles and procedures
- 31 (including procedures for faculty consultation) governing the
- 32 development, improvement, and use of the academic facilities of the
- 33 University;
- 34 7) To consult with the appropriate administrators regarding academic
- 35 planning, and campus development, and to report periodically the nature
- 36 of the consultation to the Executive Committee of the Academic Senate;

- 1 8) To coordinate long range plans for academic development with campus
2 planning of facilities development; and
- 3 9) To consult, when appropriate, with other Standing Committees.

4 Special Procedures for Recommendations

5 B. The Committee on Academic Planning and Review shall recommend as
6 follows:

- 7 1) To the Academic Senate on matters regarding the performance review of
8 existing programs and the Academic Master Plan;
- 9 2) To the Academic Senate on principles and procedures governing the
10 development, improvement, and use of campus facilities; and
- 11 3) To the Academic Senate on the use of facilities and the allocation of
12 instructionally related resources.

13 Membership

14 C. The membership of the Committee on Academic Planning and Review shall
15 be:

- 16 1) Eight (8) members from the Colleges of the University;
- 17 2) One (1) appointee of the President of the University;
- 18 3) One (1) representative of the University Libraries;
- 19 4) The Associate Vice President, Academic Programs and Graduate Studies
20 or designee;
- 21 5) One (1) representative of the Student Services Professional electorate;
- 22 6) Two (2) members of the student body of the University.
- 23 7) One (1) member of the lecturer electorate

24 **SECTION 3:** Faculty Affairs Committee (FAC)

25 A. Duties of the Committee:

- 26 1) To make policy recommendations concerning:
 - 27 a. Professional activities of the University faculty;
 - 28 b. The financial support of such activities;
 - 29 c. The welfare, rights, privileges, and responsibilities of the University
30 Faculty;
 - 31 d. Appointment, retention, tenure, promotion, and other peer review
32 processes;

- e. Professional ethics and disciplinary procedures;
 - f. Faculty consultation in the appointment and review of administrative personnel in positions affecting the University Faculty;
 - g. The granting of awards and honors to members of the University Faculty; and
 - h. The conferring of Emeriti status.
- 2) To consult, when appropriate, with administrators who have assigned responsibilities for faculty affairs and report periodically the nature of this consultation to the Executive Committee; and
 - 3) To consult, when appropriate, with other Standing Committees.

Special Procedures for Recommendations

B. The Faculty Affairs Committee shall recommend as follows:

- 1) Directly to the Vice President, Academic Affairs, concerning candidates for Distinguished Visiting Professorships, and
- 2) To the Academic Senate any action not specifically mentioned above.

Membership

C. The membership of the Faculty Affairs Committee shall be

- 1) Eight (8) tenured members from the Colleges of the University;
- 2) One (1) tenured member of the University Libraries Faculty; and
- 3) One (1) appointee of the President of the University.

SECTION 4: Committee on Research (CR)

A. Duties of the Committee

- 1) To encourage research by members of the University Faculty, including:
 - a. awarding of research grants from University and CSUEB Foundation funds
 - b. carrying on other activities to promote research including a listing of faculty research interests, organizing research seminars, or other projects which may seem appropriate to the Committee
- 2) To disseminate information concerning research support opportunities including but not limited to CSUEB faculty support Grants as described in the Policy on Faculty Support Grants (06-07 CR1);
- 3) to make recommendations:

- 1 a. to the Academic Senate on general policies and procedures concerning
2 research activities, facilities and support at the University;
- 3 b. to the Academic Senate on general policies and procedures concerning
4 inter-university research consortia;
- 5 c. to the University and the CSUEB Foundation regarding allocation of
6 research monies to be made to those awarded grants by the
7 Committee; and
- 8 d. regarding proposals for new centers and institutes in a manner
9 corresponding to policies approved by the Academic Senate and the
10 President.

11 Special Procedures for Recommendations

12 B. The Committee on Research shall recommend as follows:

- 13 1) Directly to the Foundation concerning research proposals and travel grants
14 supported by funds administered by the Foundation;
- 15 2) Directly to the Vice President, Academic Affairs, concerning special
16 leaves or grants for research not supported or administered by the
17 Foundation; and
- 18 3) To the Academic Senate any action not specifically mentioned in items 1
19 and 2 above.

20 Membership

21 C. The membership of the Committee on Research shall be:

- 22 1) Eight (8) members from the Colleges of the University;
- 23 2) One (1) appointee of the President of the University; and
- 24 3) One (1) representative of the University Libraries
- 25 4) One (1) member of the lecturer electorate.

26 **SECTION 5:** Committee on Budget and Resource Allocation (COBRA)

27 A. Duties of the Committee:

- 28 1) To recommend to the Academic Senate budgetary principles and policies
29 that help the University to achieve its long-term academic goals in the
30 light of changing conditions;
- 31 2) To make recommendations to the Academic Senate on the development,
32 improvement, and use of university-wide resources;
- 33 3) To consult with the appropriate administrators and committees of the
34 administration regarding academic planning, current budget issues,

1 allocation of resources, and campus development, and to report
2 periodically the nature of the consultation to the Executive Committee of
3 the Academic Senate;

4 4) To make recommendations concerning principles and policies governing
5 the development, improvement, and use of the academic facilities of the
6 University and the allocation of funds and human resources directly
7 related to the instructional program; and

8 5) To consult, when appropriate, with other Standing Committees.

9 **Special Procedures for Recommendations**

10 B. The Committee on Budget and Resource Allocation shall recommend as
11 follows:

12 1) To the Academic Senate on principles and policies governing the
13 development, improvement, and use of campus financial resources;

14 2) To the Academic Senate on principles and procedures governing the
15 development, improvement, and use of campus facilities; and

16 3) To the Academic Senate on the use of facilities and the allocation of
17 instructionally related resources.

18 **Membership**

19 C. The membership of the Committee on Budget and Resource Allocation shall
20 be:

21 1) Nine (9) tenured members from the faculty of the University two from
22 each College and one from the University Libraries;

23 2) Two (2) appointees of the President of the University, one from Academic
24 Affairs and one from Administration & Finance;

25 D. Members may be required to serve as faculty representatives on other budget-
26 related committees.

27 E. Faculty members shall be elected for two-year, overlapping terms. Because it
28 is expected that members of the committee will develop special expertise in
29 budgetary and financial matters, there shall be no term limitation on
30 membership in the committee. It is expected that in ordinary circumstances
31 the Chair of the committee shall be an elected member of the committee and
32 shall serve in that capacity for at least one year.

33 **SECTION 6: Committee on Faculty Diversity & Equity (FDEC)**

34 A. Duties of the Committee:

35 1) The FDEC shall have primary responsibility for advising and making
36 recommendations to the Academic Senate on policy and procedural issues
37 related to California State University, East Bay's faculty diversity,
38
39

1 including examining all policies and procedures regarding faculty
2 diversity and equity in recruiting, hiring and retention at CSUEB as
3 practiced at the University, College and Department levels. As such,
4 FDEC shall study and report on issues relevant to increasing faculty
5 diversity, including all available statistical data regarding faculty diversity
6 and equity in recruiting, hiring and retention at CSUEB.
7

- 8 2) The FDEC, in cooperation with the DELO, shall monitor all departmental
9 tenure-track hires to determine the impact on the ethnic and gender
10 composition of the departments. Each FDEC faculty representative shall
11 serve as a liaison to their College or University Libraries, in order to
12 assist Departments in their efforts, so that faculty searches are equitable
13 and inclusive.
14
- 15 3) The FDEC shall review and comment upon five year reports from each
16 department and unit on diversity related issues and efforts, which should
17 include responses to CSUEB institutional research data and the diversity
18 component of CSUEB dashboard data. For each five-year report, the
19 FDEC will submit to CAPR a one-page "Diversity Response and
20 Recommendation" that will be attached to CAPR's review of the five
21 year report.
22
- 23 4) The FDEC shall monitor faculty diversity climate issues and studies,
24 including the reoccurring faculty diversity climate study that uses both
25 quantitative and qualitative methods to assess the commitment and
26 practices for recruiting and retaining a diverse faculty. This shall include
27 the development and review of procedures for conducting exit interviews
28 of faculty leaving the university.
29
- 30 5) The FDEC shall consult, when appropriate, with other Standing
31 Committees.
32

33 Membership

34 B. The Membership of the Committee on Faculty Diversity & Equity shall be:

- 35
- 36 1) Five (5) College faculty, one from each College and the University
37 Libraries, to be elected by a vote of each College faculty vote to two-year
38 terms, serving no more than two consecutive terms.
39
- 40 2) One faculty member with expertise in Ethnic Studies, to be appointed by
41 the Chair of the Department of Ethnic Studies to a two-year term, serving
42 no more than two consecutive terms.
43
- 44 3) One faculty member with expertise in Women's Studies to be appointed by
45 the Chair of the Department of Human Development & Women's Studies
46 to a two-year term, serving no more than two consecutive terms.
47

- 1 4) The current Diversity & Equity Liaison Officer, to be elected by the
2 Academic Senate to a two-year term, serving no more than two
3 consecutive terms.
- 4
- 5 5) One (1) member of the lecturer electorate.
- 6
- 7 6) The current University Diversity Officer.
- 8
- 9 7) One liaison (non-voting member) from each non-academic Division, to be
10 appointed by each Division's VP to a two-year term, serving no more than
11 two consecutive terms.
- 12
- 13 8) One presidential appointee.
- 14
- 15 9) One student representative, to be appointed through ASI to a one-year
16 term, serving no more than two consecutive terms.
- 17

18 *revised Fall 09*
19 *revised Winter 2012*
20 *revised Fall 2012: 12-13 FUFM 1*
21 *revised Spring 2014: 11-12 cFDE 2, 12-13 CAPR 7, 13-14 BC 4*
22 *revised Spring 2016: 14-15 FAC 15, 15-16 FAC 2, 15-16 FAC 3*
23 *revised 16-17 FAC 7 amended and 16-17 FAC 13 during Spring 2018 election*
24