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School of Public Health
Louisiana State University Health - New Orleans

Bylaws of the Faculty Assembly

Version effective September 1, 2016

16 **PREAMBLE**

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18 The Bylaws of the Faculty Assembly of the Louisiana State University Health - New Orleans
19 (LSU Health-NO) School of Public Health (SPH) are established within the guidelines set forth
20 by the Louisiana State University and the Louisiana State University Health - New Orleans. The
21 Bylaws establish the policies and procedures by which the School of Public Health fulfills its
22 mission.
23

24
25 The mission of the LSU Health-NO School of Public Health is to advance health and well-being
26 of the population through education and research with focus on issues affecting Louisiana.
27

28 This mission is accomplished through promoting the highest levels of intellectual and
29 professional endeavors in instruction, research, and service in the field of Public Health.
30

31 **ARTICLE I. NAME**

32
33 **NAME**

34 This organization shall be known as the Louisiana State University Health - New Orleans School
35 of Public Health Faculty Assembly, hereafter referred to as Faculty Assembly.
36

37 **ARTICLE II. PURPOSE AND PRINCIPLE**

38
39 **PURPOSE**

40 The purpose of the Faculty Assembly is to implement the legislative powers of the faculty in the
41 course of their fulfillment of the mission of the LSU Health-NO School of Public Health. The
42 goal of the Faculty Assembly in the governance of the School of Public Health is to foster an
43 active, informed faculty, and to promote open communication among all members of the
44 community of the School of Public Health pursuant to the School's Mission and Strategic Plan.
45

46 **PRINCIPLE**

47 Decisions and responsibilities of the Faculty Assembly provide for shared authority and
48 interdependent accountability for academic and professional issues, policies, standards, and
49 procedures to promote excellence in teaching, scholarship, research, and service.
50

51 **FUNCTION**

52 The general functions of the Faculty Assembly are as follows:

53 The Assembly shall serve as the representative voice of the faculty, providing a means of
54 communication among faculty members, and between the faculty and the Dean and
55 Administration of LSU Health-NO School of Public Health. The Assembly shall review the
56 governance of the School of Public Health, and make recommendations and approve changes in
57 existing policies or establish new policies relating to the LSU Health-NO School of Public
58 Health brought to the Assembly for consideration by the Dean or by its own members. To this
59 end, the Faculty Assembly shall create committees and convene the faculty to:
60

- 61 1. Determine policies for admission, progression, and graduation of students.

- 62 2. Establish educational policies and standards of instruction.
- 63 3. Plan, implement and evaluate curricula in all educational programs.
- 64 4. Establish policies/procedures for faculty appointment, promotion and
65 tenure.
- 66 5. Promote student and faculty interests.
- 67 6. Promote public health scholarship in education, research, service, and practice.
- 68 7. Evaluate and approve by vote any significant changes proposed by
69 committees or individual faculty members.
- 70 8. Review and revise School of Public Health Faculty Assembly Bylaws.

71

72 **ARTICLE III. MEMBERSHIP**

73

74 **MEMBERS**

75 All non-administrative faculty members are automatically granted membership in the Faculty
76 Assembly and are invited and encouraged to participate. All non-administrative academic
77 faculty members employed at the 75% FTE level or greater by the School of Public Health and
78 having the academic rank of instructor or above shall be voting members of the Faculty
79 Assembly. Adjunct, joint, and part-time non-administrative faculty (at 74% or less FTE)
80 members are non-voting members of the organization, but may attend meetings and speak to any
81 issue. Administrative faculty is defined as faculty members who are Deans, Associate Deans,
82 Assistant Deans, Academic Program or Department Heads, Directors of Offices, and other
83 administrators appointed by the Dean.

84

85 Meetings are open to all members except for closed sessions or meetings of the Executive Board.

86

87 **Delegates**

88 Delegates provide a mechanism for establishing a quorum of regular voting members while also
89 ensuring broad representation. Quorum is two thirds of the Delegates.

90

91 All members of the Assembly shall be eligible for selection as Delegates. One delegate will be
92 selected from each Academic Program and each Service/Research Program according to
93 procedures established by each Program.

94

95 Each Delegate shall serve for two years or until their successor is selected, and their terms of
96 office shall begin on July 1. Delegates are required to attend Faculty Assembly meetings. If a
97 Delegate cannot attend a meeting, the Delegate may give proxy in writing to another member of
98 the Faculty Assembly.

99

100 A Delegate is subject to forfeiture of his/her office as a Delegate if that Delegate is absent
101 without representation of proxy from fifty percent or more of the regularly scheduled meetings
102 within an academic year. Under the aforesaid conditions, the Secretary may request that the
103 program members dismiss the Delegate and select a new Delegate.

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108 **ARTICLE IV. OFFICERS**

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110 **OFFICERS**

111 The officers of the Faculty Assembly will consist of the President, President-Elect, Secretary and
112 Immediate Past President. Together, these four officers shall constitute the Executive Board.

113 Officers of the Faculty Assembly will be elected from the voting members who have been on the
114 faculty of the LSU Health-NO School of Public Health for a minimum of one year. All voting
115 members of the Assembly shall be eligible for election as officers if they have been on the
116 faculty of the School of Public Health for a minimum of one year. A term for each officer is two
117 (2) fiscal years, unless otherwise specified in the Bylaws. The fiscal year begins July 1 and ends
118 June 30 of the following year. No officer may serve more than one full term consecutively or
119 hold more than one office at a time. Persons taking office partway through a term to fill a
120 vacancy may therefore stand for that same office for the succeeding term if they so choose.

121

122 **President**

123 A. The President-Elect of the Faculty Assembly will become the President in even-
124 numbered years.

125 B. The duties of the President are to:

- 126 1. Represent the faculty in its dealings with the Administration of the School of
127 Public Health.
- 128 2. Report to and communicate with the faculty on all matters affecting its interests.
- 129 3. Represent the faculty on the Administrative Council.
- 130 4. Call the Faculty Assembly meetings.
- 131 5. Advise faculty of the meetings at least two (2) weeks in advance so that the
132 faculty may request items to be placed on the agenda.
- 133 6. Prepare the agenda for the secretary to circulate.
- 134 7. Preside over the Faculty Assembly meetings.
- 135 8. Arrange meetings of the assembled faculty at least once per semester (3 per year).
- 136 9. Authenticate, by signature when necessary, all acts, orders, and proceedings of the
137 Faculty Assembly
- 138 10. Follow parliamentary procedures based on the stipulated edition of *Robert's Rules*
139 *of Order*.

140

141

142 **President-Elect**

143 A. The President-Elect of the Faculty Assembly will be elected in the second year of the
144 President's term and has a term of one year.

145 B. The duties of the President-Elect are to:

- 146 1. Assume the responsibilities of the President in the absence of or at the request of
147 the President.
- 148 2. Hold joint responsibility with the Secretary and Bylaws, Nominations and
149 Elections Committee for counting all votes in regular and special election voting.
- 150 3. Notify faculty of the results of all elections in collaboration with the Secretary.
- 151 4. Introduce new faculty members to the mission and purpose of the Faculty
152 Assembly and its Standing Committees.
- 153 5. Determine that a quorum is present prior to a vote.

- 154 6. Assume other duties as delegated by the President.
155 7. Assume the responsibilities of the President at the end of the current President's
156 term.

157

158 **Secretary**

- 159 A. The Secretary of the Faculty Assembly will be elected in even-numbered years.
160 B. The duties of the Secretary are to:
161 1. Circulate an agenda one week prior to each meeting.
162 2. Prepare and circulate the minutes from the Faculty Assembly meetings.
163 4. Validate and maintain current lists of voting and non-voting members of the
164 Faculty Assembly.
165 5. Hold joint responsibility with the President-Elect/Past President for counting all
166 votes in regular and special election voting.
167 6. Coordinate with the Bylaws Committee to notify the President and faculty of
168 results of votes.
169 7. Maintain permanent and official electronic files of all proceedings of the Faculty
170 Assembly.
171 8. Coordinate with the Bylaws Committee to provide the roster of Faculty Assembly
172 Committee members and elected representatives every July.

173

174 **Past President**

- 175 A. The individual filling the office of President shall, upon completion of his/her term, serve
176 as Past President for one year to provide continuity to the Executive Board.
177 B. The duties of the Past President are to:
178 1. Assume the responsibilities of the President in the absence of or at the request of
179 the President.
180 2. Hold joint responsibility with the Secretary and Bylaws, Nominations and
181 Elections Committee for counting all votes in regular and special election voting.
182 3. Notify faculty of the results of all elections in coordination with the Secretary and
183 Bylaws Committee.
184 4. Introduce new faculty members to the mission and purpose of the Faculty
185 Assembly and its Standing Committees.
186 5. Determine that a quorum is present prior to a vote.
187 6. Assume other duties as delegated by the President.

188

189 **ARTICLE V. MEETINGS**

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191 **REGULAR MEETINGS**

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193 Meetings of the Faculty Assembly will be held periodically on a schedule determined by the
194 needs of the Assembly, as specified by FA Operating Procedures, subject to the restriction that
195 while a scheduled meeting may be rescheduled or cancelled, at least one meeting must be held in
196 each semester. This will ensure accordance with Regulations of the Board of Supervisors of the
197 Louisiana State University Chapter I Section 1-2.3c, which require a minimum of three meetings
198 annually.

199

200 **SPECIAL MEETINGS**

201 Special meetings of the Faculty Assembly may be called by the Dean or President at any time. A
202 special meeting may be called upon written petition of one fourth or more of the voting faculty.
203 The purpose of the requested meeting must be specified on the petition. The President will
204 convene the special meeting within two weeks of receipt of the petition. The subject of the
205 petition will be the first item of business. Other business may be considered during a special
206 meeting only with approval of the members of the faculty present but may not be voted upon if
207 not on the agenda.

208

209 **QUORUM**

210 Two thirds of the Delegates constitute a quorum.

211

212 **VOTING**

213 In the presence of a quorum, a decision of the majority of the members voting is considered to be
214 the action of the faculty. Voting may take place by hand or voice vote during regular or special
215 meetings of the Faculty Assembly. Secret ballot may be used when determined appropriate by
216 the President-Elect/Past President.

217

218 **PROXY**

219 Proxy is written authorization given by one Faculty Assembly member to another to act as his or
220 her agent and/or substitute at a meeting. Representation proxy is defined as a substitute
221 Delegate's presence at a scheduled meeting which the Delegate is unable to attend. Voting
222 proxy is defined as the agent's ballot cast according to the preference of the absent Faculty
223 Assembly member. All proxy forms must include the signature of the absent member, the name
224 of the person being designated to vote on that member's behalf, the meeting for which this
225 designation applies, and any stipulated voting instructions. The form must be submitted to the
226 Secretary prior to any relevant vote. It then becomes part of the permanent file of Faculty
227 Assembly proceedings.

228

229 **PROCEDURES**

230 The rules contained in *Robert's Rules of Order* (Robert's Rules of Order Simplified and Applied,
231 2nd edition) shall govern the meetings of the Faculty Assembly, including all Standing and
232 special Ad Hoc committees, except as otherwise provided in the Bylaws.

233

234

235 **ARTICLE VI. COMMITTEES OF THE FACULTY**

236

237 **AUTHORITY AND RESPONSIBILITY**

238 The Faculty Assembly has the authority and responsibility for approving recommendations of the
239 various committees of the Faculty Assembly and for implementing academic and faculty
240 policies. Certain functions may be delegated by the Faculty Assembly to Standing or special Ad
241 Hoc committees.

242

243 **RECORD ING**

244 A faculty member of each committee will be designated by the committee Chairperson to record
245 the minutes of committee meetings, to be maintained in electronic form on the official Faculty

246 Assembly web site. The committee Chairperson will be responsible for sending the committee
247 meeting minutes to the FA secretary.

248

249 **STANDING COMMITTEES**

250

251 A. **The Standing Committees of the Faculty Assembly are:**

252 1. Faculty Appointments, Promotions, and Tenure Committee

253 2. Bylaws, Nominations and Elections Committee

254 3. Curriculum Committee

255 4. Faculty and Student Grievance Committee

256

257 B. **Purpose**

258 The purpose of the Standing Committees is to assist the faculty in carrying out the
259 functions and responsibilities of the Faculty Assembly.

260

261 C. **Function**

262 The function of the Standing Committees is to implement those functions mandated to
263 them by the Faculty Assembly, and to recommend to the faculty further policies and
264 procedures deemed necessary to fulfill the mission of the LSU Health-NO School of
265 Public Health.

266

267 D. **Membership**

268 1. All voting members of the Faculty Assembly are eligible to serve on Standing
269 Committees. Administrative faculty are eligible to serve on Committees of the
270 Assembly where specified by a particular Committee's membership rules.

271 2. Each faculty member may serve in an elected or appointed capacity on up to three
272 School of Public Health Faculty Assembly Standing Committees concurrently (ex
273 officio membership does not count toward this limit).

274 3. Members of the Standing Committees are to be elected unless otherwise specified
275 in these Bylaws. Faculty committee members may give proxy to a voting
276 committee member.

277 4. The Bylaws, Nominations and Elections Committee will provide for special
278 elections to fill committee membership vacancies for the balance of the vacated
279 term within one month of the vacancy, unless the vacancy occurs within ninety
280 days of the end of the term, in which case the vacancy may be left open until a
281 new member is selected as part of the upcoming regularly scheduled election.

282 5. A term of Standing Committee membership is two fiscal years, unless otherwise
283 specified in the Bylaws. The fiscal year begins July 1 and ends June 30 of the
284 following year.

285 6. Each faculty member may serve no more than two consecutive terms on a
286 particular committee. At least a one (1) year break in membership must occur
287 before a faculty member can serve on that committee again.

288 7. Membership on all Standing Committees shall be staggered to provide for carry-
289 over representation.

290 8. For committees requiring student members, such members are selected by Student
291 Government Association. Student members have voting privileges as designated

- 292 by each committee. Student membership terms are for not more than two years.
293 A student may serve two consecutive terms.
- 294 9. Standing Committees may request faculty or other resource persons to advise
295 them on the committee's work. These resource persons do not have voting
296 privileges on the committee.
- 297 10. The Dean may appoint a faculty member as an advisor to a Standing Committee.
298 This faculty member does not have voting privileges.
- 299 11. Faculty members representing their departments or programs are selected by their
300 respective departments or programs.

301
302 E. **Officers**

303
304 1. **Chairperson**

- 305 a. The members of each Standing Committee will elect a Chairperson from
306 the committee.
- 307 1) The Chairperson will serve a term of two years.
308 2) A committee member may serve as Chairperson for no more than
309 two consecutive terms. At least a one-year break in serving as
310 Chairperson must then occur before a faculty member can serve as
311 Chairperson on that particular committee again.
312 3) The Chairperson of any Standing Committee must have been on
313 the faculty for at least one full calendar year prior to assuming
314 office
315 4) In case the Chairperson is on extended leave of absence, such as
316 sabbatical leave, maternity leave, or sick leave, not exceeding 6
317 months of absence, then the Chairperson, before starting his/her
318 leave, will arrange for electing an Interim Chairperson of the
319 Standing Committee. Otherwise the FA president calls the
320 Committee to a meeting to initiate the election of the Interim
321 Chairperson. After returning the Chairperson resumes his/her
322 duties for the remainder of the term.
- 323 b. **The duties of the Chairperson are to:**
- 324 (1) Chair all meetings of the Standing Committee.
325 (2) Prepare agendas and supportive materials for all meetings of the
326 Standing Committee and distribute them to committee members at
327 least one week in advance of the committee meeting.
328 (3) Review all minutes recorded by the faculty recorder.
329 (4) Prepare reports to be distributed to each faculty member. Submit
330 the official copy of the Standing Committee's minutes and report
331 to the -FA Secretary for filing and posting at the FA web site.
332 (5) Present motions related to the committee's work to the faculty for
333 vote.
334 (6) Convene a committee meeting no more than two weeks after the
335 election of new committee members to elect a Chairperson for the
336 upcoming year.
337

- 338 F. **Meetings of the Standing Committees**
339 1. Each Standing Committee will meet as often as necessary to carry out its stated
340 functions.
341 2. Each committee is authorized to create appropriate subcommittees to accomplish
342 committee work. The committee will determine the size and distribution of the
343 subgroups from the committee membership. One member from the subgroups
344 will be designated to serve as a liaison to the parent committee.
345 Recommendations from the subgroups will be sent to the parent committee for
346 action.
347 3. A quorum of any committee meeting will consist of a majority of the voting
348 members.
349 4. Any Faculty Assembly member may attend a regular, subgroup or special meeting
350 of a standing committee, after notifying the Chairperson.
351

352 **SPECIAL COMMITTEES**

353 Special committees of the Faculty Assembly may be established as deemed necessary by
354 the President of the Faculty Assembly, the Dean, the Associate Dean, or the
355 Administrative Council of the School of Public Health.
356

357 A. **Purpose**

358 Special and Ad Hoc committees shall be established to accomplish specified tasks.
359

360 B. **Functions**

361 The special committees will perform the task(s) for which they are created, hold such
362 meetings as necessary to accomplish the specified tasks, and submit reports to the Faculty
363 Assembly, Dean and Administrative Council of the School of Public Health as requested.
364

365 **SPECIFIC PURPOSE, FUNCTIONS, AND MEMBERSHIP OF STANDING**
366 **COMMITTEES**

367 **Faculty Appointments, Promotions, and Tenure Committee**

368
369 A. **Purpose**

- 370 1. To recommend faculty members for appointment to the ranks of Associate Professor and
371 Professor in accordance with the guidelines of the LSU Health-NO School of Public
372 Health.
373 2. To recommend faculty members for promotion to the ranks of Assistant Professor,
374 Associate Professor, and Professor in accordance with the guidelines of the LSU Health-
375 NO School of Public Health.
376 3. To recommend applications for Grants of Tenure for tenure-track faculty members in
377 accordance with the guidelines of the LSU Health-NO School of Public Health.
378 4. To recommend changes to the LSU Health-NO School of Public Health guidelines for
379 appointments, promotions and tenure.
380

381
382 B. **Functions**

- 383 1. Review, evaluate and vote on applications for appointment of faculty members to the
384 ranks of Associate Professor and Professor in accordance with the guidelines of the LSU
385 Health-NO School of Public Health.
- 386 2. Review, evaluate and vote on applications for promotion of faculty members to the ranks
387 of Assistant Professor, Associate Professor, and Professor in accordance with the
388 guidelines of the LSU Health-NO School of Public Health.
- 389 3. Review, evaluate and vote on applications of Grants of Tenure in accordance with the
390 guidelines of the LSU Health-NO School of Public Health.
- 391 4. Forward committee recommendations on appointments, promotions, and tenure to the
392 Dean for approval.
- 393 5. Develop and periodically review LSU Health-NO School of Public Health “Faculty
394 Appointments, Promotion, and Tenure Procedural Guidelines and Evaluation Criteria”
395 and make recommendations to the Dean for approval.
- 396 6. Make current guidelines for appointments, promotion, and tenure available to all faculty
397 members.
- 398

399 **C. Membership**

- 400 • Academic Program Representative. To minimize redundancy with
401 Administrative Council, each Academic Program Director shall appoint another senior
402 faculty member (Associate or Full Professor rank) to serve as representative. If no other
403 eligible senior faculty member is available, the Program Director shall serve until an
404 appropriate faculty member becomes available.
- 405 • 2 senior faculty members elected by the Faculty Assembly
- 406 • 1 senior faculty member appointed by the Dean
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411 **Curriculum Committee:**

412

413 **A. Purpose**

- 414 1. To plan, review, and monitor academic programs to ensure consistency with the
415 philosophy and mission of the LSU Health-NO School of Public Health and the LSU
416 Health Sciences Center, and in accordance with criteria of the Council on Education for
417 Public Health.
- 418 2. To provide educational oversight and strategic policy recommendations for the
419 development of instructional courses and programs offered by the LSU Health-NO SPH.
- 420 3. To coordinate curricula among SPH programs and partner institutions (e.g. LSU Health-
421 NO Graduate School).
- 422

423 **B. Functions**

- 424 1. Develops, periodically reviews and recommends revision of curriculum objectives,
425 content, competencies and implementation for all academic programs and degrees
426 within the SPH, regardless of method of delivery (e.g. classroom or distance
427 learning).

- 428 2. Develops policies and procedures for applying consistent standards, performance
429 and evaluation requirements across programs including examination and grading
430 policies, and practical and culminating experiences.
431 3. Develops policies with the office of the Associate Dean for Academic Affairs to
432 enhance the quality of education at the SPH.
433 4. Recommends policies for actions related to student academic standing including
434 advancement, graduation, dismissal and student requests to deviate from academic
435 policies.

436
437 **C. Membership**

- 438
 - Associate Dean for Academic Affairs (ex officio, non-voting)
 - Representatives selected by each academic program (Biostatistics, Environmental
439 Health, Epidemiology, Behavioral and Community Health Sciences, and Health
440 Policy/Systems Management)
 - 3 Student Representatives, eligible for a two-year term of service, selected by the Student
441 Government Association (SGA):
 - Two MPH students, each from different academic areas, selected to maintain a
442 balance between first and subsequent-year students
 - One PhD student

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448 **Faculty and Student Grievance Committee**

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450 **A. Purpose**

- 451 1. To provide formal recommendations to the Dean on unresolved matters of
452 grievance.
453 2. To represent the School faculty position on unresolved matters of grievance.
454

455 **B. Functions**

- 456 1. Determine whether an appeal actually sets forth an appealable issue.
457 2. Conduct hearings on unresolved complaints involving faculty work situations or
458 student academic situations that assert that: a policy, rule, or regulation has been
459 violated or applied improperly; no policy, rule, or regulation exists where one
460 should; or there has been unfair or inequitable treatment.
461 3. Conduct any independent investigation necessary including calling witnesses.
462 4. Render a written report to the Dean on each appeal.
463 5. Develop, annually review, and amend as necessary the formal School of Public
464 Health Procedures for Faculty Grievances and Appeals.
465

466 **C. Membership**

- 467
 - Five Faculty Assembly members: three elected by the Faculty Assembly, each
468 from different programs, and two appointed by the Dean.
 - Two students selected by the SGA will serve on the committee only when matters
469 of student grievances are being considered.
470
471

- 472 D. **General Provisions**
473
474 1. All parties to the appeal shall attempt to resolve the conflict or dispute at the
475 lowest administrative level possible.
476 2. Any committee member believing it to be inappropriate for him/her to hear and
477 vote on a particular case due to a perceived conflict of interest shall recuse
478 him/herself prior to the formal hearing.
479 3. A minimum of four committee members must be present at each session.
480 4. All grievance procedures shall be conducted in accordance with School of Public
481 Health policies and procedures.

482 **Bylaws, Nominations and Elections Committee**
483

- 484 A. **Purpose**
485 1. To maintain, interpret, and revise the Bylaws as required in order to sustain the
486 integrity of the organization.
487 2. To establish nomination and election policies and procedures for the LSU Health-
488 NO School of Public Health.
489
- 490 B. **Functions**
491 1. Review Bylaws annually.
492 2. Interpret the meaning and intent of the Bylaws upon request by the faculty.
493 3. Provide for revision of School of Public Health Bylaws, as stated in Article VIII.
494 a. Accept written proposals for revision of the Bylaws upon request from any
495 full-time faculty member. These proposals must contain the rationale for
496 the change as well as the specific changes requested. The Bylaws
497 Committee may request additional information from those submitting the
498 proposed revision.
499 b. Review the proposals and their subsequent impact upon present Bylaws.
500 The recommendation(s) of the Bylaws Committee will be presented and
501 the Faculty Assembly will vote on the revisions.
502 4. Solicit nominations for elected positions.
503 5. Prepare a ballot for the election of officers of the Faculty Assembly and all
504 elected members of Standing Committees within the School of Public Health.
505 a. Circulate the official ballot to voting members of the faculty two (2)
506 weeks prior to election deadline.
507 b. Coordinate with the Secretary to tally and report the election results to the
508 faculty.
509 c. Retain ballots and signed tally sheets in a sealed envelope (held by the
510 designated recorder) for thirty (30) days, after which time the ballots will
511 be destroyed unless a challenge has been received from a voting faculty
512 member.
513 d. Coordinate with the Secretary to provide the roster of Standing Committee
514 membership and elected representatives every July.
515 6. Provide for special elections to fill vacancies within one (1) month, unless the
516 vacancy occurs within ninety (90) days of the end of the term.

- 517 7. Hold elections for Special and Ad Hoc committees as requested by the President
518 of the Faculty Assembly and/or the Dean.
519 8. Establish details of the election process.
520

521 C. **Membership**

- 522 • 2 faculty members elected from Faculty Assembly
 - 523 • Past President/President-Elect
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525 **ARTICLE VII. LSU Health-NO FACULTY SENATE REPRESENTATIVES**

526 Assembly representatives to the LSU Health-NO Faculty Senate (Senators) must meet the
527 membership criteria for the LSU Health-NO School of Public Health Faculty Assembly as
528 outlined in Article III of these Bylaws. Five senators shall be selected to serve on the Faculty
529 Senate as representatives of the School of Public Health's Faculty Assembly. These senators
530 will be elected by the Faculty Assembly.
531

532 The election of Senators will take place in conjunction with annual elections of Faculty
533 Assembly officers and committee members, or by special election as needed to fill vacancies
534 opening up between annual elections.
535

536 The length of a Senator's term is three years, and their term of office shall begin on July 1.
537 Delegates are required to attend Faculty Senate meetings. If a Senator cannot attend a meeting,
538 the Senator may give proxy in writing to another member of the Faculty Assembly.
539

540 The rights and duties of the Senators are outlined in the bylaws of the LSU Health-NO Faculty
541 Senate.
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544 **ARTICLE VIII. REPRESENTATIVES TO THE DEAN'S ADMINISTRATIVE**
545 **COUNCIL**

546 Assembly representatives to the LSU Health-NO School of Public Health Dean's Administrative
547 Council must meet membership criteria for the LSU Health-NO School of Public Health Faculty
548 Assembly as outlined in Article III of these Bylaws. Two representatives shall be elected, one
549 junior faculty member (rank of Instructor or Assistant Professor) and one senior faculty member
550 (rank of Associate or Full Professor). The President of the SPH Faculty Assembly shall serve as
551 the third representative (ex officio). The election of these representatives will take place in
552 conjunction with annual elections of Faculty Assembly officers and committee members, or by
553 special election as needed to fill vacancies opening up between elections. Each representative
554 shall serve for two years or until their successor is elected, and their term of office shall begin on
555 July 1.
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558 **ARTICLE VIII. SUSPENSION AND REVISION OF THE BYLAWS**

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560 **SUSPENSION OF THE BYLAWS**

561 The entire Bylaws document cannot be suspended. Only a specific part of the Bylaws (e.g., a
562 specific article or section of an article) can be suspended by a two-thirds majority vote.

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REVISION OF THE BYLAWS

Revisions to these Bylaws will require a two-thirds majority vote of the faculty eligible to vote. Voting takes place after the proposed revision(s) have been distributed for a minimum of 2 weeks and discussed at a Faculty Assembly meeting. Voting may take place by hand, secret, or electronic ballot. The voting must take place before the next general election. Revisions will be effective immediately unless otherwise specified in the revised Bylaws.

Version history

First version adopted by ballot, effective May 21, 2004

Amendment of May 18, 2005 approved by ballot, effective July 1, 2005

Amendment of August 23, 2007 approved by ballot, effective September 12, 2007

Amendment of May 7, 2008 approved by ballot, effective May 30, 2008.

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