

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12

**School of Public Health**  
**Louisiana State University Health Sciences Center**

**Bylaws of the Faculty Assembly**

**Version effective May 30th, 2008**

13 **PREAMBLE**

14  
15 The Bylaws of the Faculty Assembly of the Louisiana State University Health Sciences Center  
16 (LSUHSC) School of Public Health (SPH) are established within the guidelines set forth by the  
17 Louisiana State University and the Louisiana State University Health Sciences Center. The  
18 Bylaws establish the policies and procedures by which the School of Public Health fulfills its  
19 mission.

20  
21 The mission of the LSUHSC School of Public Health is to improve the health and well-being of  
22 the people of Louisiana through education, research and community involvement; to prepare  
23 health professionals to advance overall health status while diminishing health disparities among  
24 underserved and rural populations; and, to pursue research and service activities committed to  
25 advancing the human condition throughout the global community.

26  
27 This mission is accomplished through promoting the highest levels of intellectual and  
28 professional endeavors in instruction, research, and service in the field of Public Health.

29  
30 **ARTICLE I. NAME**

31  
32 **NAME**

33 This organization shall be known as the Louisiana State University Health Sciences Center  
34 School of Public Health Faculty Assembly, hereafter referred to as Faculty Assembly.

35  
36 **ARTICLE II. PURPOSE AND PRINCIPLE**

37  
38 **PURPOSE**

39 The purpose of the Faculty Assembly is to implement the legislative powers of the faculty in the  
40 course of their fulfillment of the mission of the LSUHSC School of Public Health. The goal of  
41 the Faculty Assembly in the governance of the School of Public Health is to foster an active,  
42 informed faculty, and to promote open communication among all members of the community of  
43 the School of Public Health pursuant to the School's Mission and Strategic Plan.

44  
45 **PRINCIPLE**

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

49  
50 **FUNCTION**

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

52 The Assembly shall serve as the representative voice of the faculty, providing a means of  
53 communication among faculty members, and between the faculty and the Dean and  
54 Administration of LSUHSC School of Public Health. The Assembly shall review the  
55 governance of the School of Public Health, and make recommendations and approve changes in  
56 existing policies or establish new policies relating to the LSUHSC School of Public Health  
57 brought to the Assembly for consideration by the Dean or by its own members. To this end, the  
58 Faculty Assembly shall create committees and convene the faculty to:

59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104

1. Determine policies for admission, progression, and graduation of students.
2. Establish educational policies and standards of instruction.
3. Plan, implement and evaluate curricula in all educational programs.
4. Establish policies/procedures for faculty appointment, promotion and tenure.
5. Promote student and faculty interests.
6. Promote public health scholarship in education, research, service, and practice.
7. Evaluate and approve by vote any significant changes proposed by committees or individual faculty members.
8. Review and revise School of Public Health Faculty Assembly Bylaws.

**ARTICLE III. MEMBERSHIP**

**MEMBERS**

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

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

**Delegates**

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

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

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

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

**ARTICLE IV. OFFICERS**

105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150

**OFFICERS**

The officers of the Faculty Assembly will consist of the President, President-Elect, Secretary and Immediate Past President. Together, these four officers shall constitute the Executive Board. Officers of the Faculty Assembly will be elected from the voting members who have been on the faculty of the LSUHSC School of Public Health for a minimum of one year. All voting members of the Assembly shall be eligible for election as officers if they have been on the faculty of the School of Public Health for a minimum of one year. A term for each officer is two (2) fiscal years, unless otherwise specified in the Bylaws. The fiscal year begins July 1 and ends June 30 of the following year. No officer may serve more than one full term consecutively or hold more than one office at a time. Persons taking office partway through a term to fill a vacancy may therefore stand for that same office for the succeeding term if they so choose.

**President**

- A. The President-Elect of the Faculty Assembly will become the President in even-numbered years.
- B. The duties of the President are to:
  - 1. Represent the faculty in its dealings with the Administration of the School of Public Health.
  - 2. Report to and communicate with the faculty on all matters affecting its interests.
  - 3. Represent the faculty on the Administrative Council.
  - 4. Call the Faculty Assembly meetings.
  - 5. Advise faculty of the meetings at least two (2) weeks in advance so that the faculty may request items to be placed on the agenda.
  - 6. Prepare the agenda for the secretary to circulate.
  - 7. Preside over the Faculty Assembly meetings.
  - 8. Arrange meetings of the assembled faculty at least once per semester (3 per year).
  - 9. Authenticate, by signature when necessary, all acts, orders, and proceedings of the Faculty Assembly
  - 10. Follow parliamentary procedures based on the stipulated edition of *Robert's Rules of Order*.

**President-Elect**

- A. The President-Elect of the Faculty Assembly will be elected in the second year of the President's term and has a term of one year.
- B. The duties of the President-Elect are to:
  - 1. Assume the responsibilities of the President in the absence of or at the request of the President.
  - 2. Hold joint responsibility with the Secretary and Bylaws, Nominations and Elections Committee for counting all votes in regular and special election voting.
  - 3. Notify faculty of the results of all elections in collaboration with the Secretary.
  - 4. Introduce new faculty members to the mission and purpose of the Faculty Assembly and its Standing Committees.
  - 5. Determine that a quorum is present prior to a vote.
  - 6. Assume other duties as delegated by the President.

151 7. Assume the responsibilities of the President at the end of the current President's  
152 term.

153

154 **Secretary**

155 A. The Secretary of the Faculty Assembly will be elected in even-numbered years.

156 B. The duties of the Secretary are to:

157 1. Circulate an agenda one week prior to each meeting.

158 2. Review and sign minutes of the Faculty Assembly prepared by non-faculty  
159 secretary assigned by the Dean.

160 3. Direct the non-faculty secretary to distribute minutes of meetings to faculty.

161 4. Validate and maintain current lists of voting and non-voting members of the  
162 Faculty Assembly.

163 5. Hold joint responsibility with the President-Elect/Past President for counting all  
164 votes in regular and special election voting.

165 6. Coordinate with the Bylaws Committee to notify the President and faculty of  
166 results of votes.

167 7. Maintain a permanent and official file of all proceedings of the Faculty Assembly  
168 in the Dean's office.

169 8. Coordinate with the Bylaws Committee to provide the roster of Faculty  
170 Assembly Committee members and elected representatives every July.

171

172 **Past President**

173 A. The individual filling the office of President shall, upon completion of his/her term, serve  
174 as Past President for one year to provide continuity to the Executive Board.

175 B. The duties of the Past President are to:

176 1. Assume the responsibilities of the President in the absence of or at the request of  
177 the President.

178 2. Hold joint responsibility with the Secretary and Bylaws, Nominations and  
179 Elections Committee for counting all votes in regular and special election voting.

180 3. Notify faculty of the results of all elections in coordination with the Secretary and  
181 Bylaws Committee.

182 4. Introduce new faculty members to the mission and purpose of the Faculty  
183 Assembly and its Standing Committees.

184 5. Determine that a quorum is present prior to a vote.

185 6. Assume other duties as delegated by the President.

186

187 **ARTICLE V. MEETINGS**

188

189 **REGULAR MEETINGS**

190

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

196

197 **SPECIAL MEETINGS**

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

205

206 **QUORUM**

207 Two thirds of the Delegates constitute a quorum.

208

209 **VOTING**

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

214

215 **PROXY**

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

225

226 **PROCEDURES**

227 The rules contained in *Robert's Rules of Order* (Robert's Rules of Order Simplified and Applied,  
228 2<sup>nd</sup> edition) shall govern the meetings of the Faculty Assembly, including all Standing and  
229 special Ad Hoc committees, except as otherwise provided in the Bylaws.

230

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

232

233 **AUTHORITY AND RESPONSIBILITY**

234 The Faculty Assembly has the authority and responsibility for approving recommendations of the  
235 various committees of the Faculty Assembly and for implementing academic and faculty  
236 policies. Certain functions may be delegated by the Faculty Assembly to Standing or special Ad  
237 Hoc committees.

238

239 **RECORDER**

240 A non-faculty secretary will be assigned by the Dean to serve as recorder for each Standing  
241 Committee. A faculty member of each committee will be designated as faculty recorder to  
242 review with the committee Chairperson the minutes and sign the official copies of the committee  
243 minutes, to be maintained in the Dean’s office. The faculty recorder will be responsible for  
244 directing the secretary to distribute minutes of the committee to all members of the committee  
245 and to administrators of the School of Public Health.

246

247 **STANDING COMMITTEES**

248

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

- 250 1. Faculty Appointments, Promotions, and Tenure Committee  
251 2. Bylaws, Nominations and Elections Committee  
252 3. Curriculum Committee  
253 4. Evaluation Committee  
254 5. Faculty and Student Grievance Committee  
255

255

256 B. **Purpose**

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

259

260 C. **Function**

261 The function of the Standing Committees is to implement those functions mandated to  
262 them by the Faculty Assembly, and to recommend to the faculty further policies and  
263 procedures deemed necessary to fulfill the mission of the LSUHSC School of Public  
264 Health.  
265

265

266 D. **Membership**

- 267 1. All voting members of the Faculty Assembly are eligible to serve on Standing  
268 Committees. Administrative faculty are eligible to serve on Committees of the  
269 Assembly where specified by a particular Committee’s membership rules.  
270 2. Each faculty member may serve in an elected or appointed capacity on up to three  
271 School of Public Health Standing Committees concurrently (ex officio  
272 membership does not count toward this limit).  
273 3. Members of the Standing Committees are to be elected unless otherwise specified  
274 in these Bylaws. Faculty committee members may give proxy to a voting  
275 committee member.

- 276 4. The Bylaws, Nominations and Elections Committee will provide for special  
277 elections to fill committee membership vacancies for the balance of the vacated  
278 term within one month of the vacancy, unless the vacancy occurs within ninety  
279 days of the end of the term, in which case the vacancy may be left open until a  
280 new member is selected as part of the upcoming regularly scheduled election.  
281 5. A term of Standing Committee membership is two fiscal years, unless otherwise  
282 specified in the Bylaws. The fiscal year begins July 1 and ends June 30 of the  
283 following year.  
284 6. Each faculty member may serve no more than two consecutive terms on a  
285 particular committee. At least a one (1) year break in membership must occur  
286 before a faculty member can serve on that committee again.  
287 7. Membership on all Standing Committees shall be staggered to provide for carry-  
288 over representation.  
289 8. For committees requiring student members, such members are elected by the  
290 student body. Student members have voting privileges as designated by each  
291 committee. Student membership terms are for one year. A student may serve two  
292 consecutive terms.  
293 9. Standing Committees may request faculty or other resource persons to advise  
294 them on the committee's work. These resource persons do not have voting  
295 privileges on the committee.  
296 10. The Dean may appoint a faculty member as an advisor to a Standing Committee.  
297 This faculty member does not have voting privileges.  
298 11. Faculty members representing their departments are selected by their respective  
299 departments.  
300

301 E. **Officers**

302  
303 1. **Chairperson**

- 304 a. The members of each Standing Committee will elect a Chairperson from  
305 the committee.  
306 (1) The Chairperson will serve a term of two years.  
307 (2) A committee member may serve as Chairperson for no more than  
308 two consecutive terms. At least a one-year break in serving as  
309 Chairperson must then occur before a faculty member can serve as  
310 Chairperson on that particular committee again.  
311 (3) The Chairperson of any Standing Committee must have been on  
312 the faculty for at least one full calendar year prior to assuming  
313 office.  
314 b. **The duties of the Chairperson are to:**  
315 (1) Chair all meetings of the Standing Committee.  
316 (2) Prepare agendas and supportive materials for all meetings of the  
317 Standing Committee and distribute them to committee members at  
318 least one week in advance of the committee meeting.  
319 (3) Review all minutes with the faculty recorder.



- 320 (4) Prepare reports to be distributed to each faculty member. Submit  
321 the official copy of the Standing Committee’s minutes and report  
322 to the Dean’s office for filing.
- 323 (5) Present motions related to the committee’s work to the faculty for  
324 vote.
- 325 (6) Prepare an annual report which is attached to the official minutes  
326 of the last meeting of the Faculty Assembly prior to Spring  
327 graduation.
- 328 (7) Convene a committee meeting no more than two weeks after the  
329 election of new committee members to elect a Chairperson for the  
330 upcoming year.

331

332 **F. Meetings of the Standing Committees**

- 333 1. Each Standing Committee will meet as often as necessary to carry out its stated  
334 functions.
- 335 2. Each committee is authorized to create appropriate subcommittees to accomplish  
336 committee work. The committee will determine the size and distribution of the  
337 subgroups from the committee membership. One member from the subgroups  
338 will be designated to serve as a liaison to the parent committee.  
339 Recommendations from the subgroups will be sent to the parent committee for  
340 action.
- 341 3. A quorum of any committee meeting will consist of a majority of the voting  
342 members.
- 343 4. Any faculty member may attend a regular, subgroup or special meeting of a  
344 standing committee, having notified the Chairperson.

345

346 **SPECIAL COMMITTEES**

347 Special committees of the Faculty Assembly may be established as deemed necessary by  
348 the President of the Faculty Assembly, the Dean, the Associate Dean, or the  
349 Administrative Council of the School of Public Health.

350

351 **A. Purpose**

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

353

354 **B. Functions**

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

358

359 **SPECIFIC PURPOSE, FUNCTIONS, AND MEMBERSHIP OF STANDING**  
360 **COMMITTEES**

361

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

363

364 **A. Purpose**

- 365 1. To recommend faculty for appointment to the ranks of Associate Professor and Professor  
366 in accordance with the guidelines of the LSUHSC School of Public Health.  
367 2. To recommend faculty for promotion to the ranks of Assistant Professor, Associate  
368 Professor, and Professor in accordance with the guidelines of the LSUHSC School of  
369 Public Health.  
370 3. To recommend applications for Grants of Tenure for tenure-track faculty in accordance  
371 with the guidelines of the LSUHSC School of Public Health.  
372 4. To recommend changes to the LSUHSC School of Public Health guidelines for  
373 appointments, promotions and tenure.  
374

375 **B. Functions**

- 376 1. Review, evaluate and vote on applications for appointment of faculty to the ranks of  
377 Associate Professor and Professor in accordance with the guidelines of the LSUHSC  
378 School of Public Health.  
379 2. Review, evaluate and vote on applications for promotion of faculty to the ranks of  
380 Assistant Professor, Associate Professor, and Professor in accordance with the guidelines  
381 of the LSUHSC School of Public Health.  
382 3. Review, evaluate and vote on applications of Grants of Tenure in accordance with the  
383 guidelines of the LSUHSC School of Public Health.  
384 4. Forward committee recommendations on appointments, promotions, and tenure to the  
385 Dean for approval.  
386 5. Develop and periodically review LSUHSC School of Public Health guidelines for  
387 appointments, promotions, and tenure, and make recommendations to the Dean for  
388 approval.  
389 6. Make current guidelines for appointments, promotion, and tenure available to all faculty  
390 members.  
391

392 **C. Membership**

- 393 • Academic Program Representative. To minimize redundancy with Administrative  
394 Council, each Academic Program Director shall appoint another senior faculty member  
395 (Associate or Full Professor rank) to serve as representative. If no other eligible senior  
396 faculty member is available, the Program Director shall serve until an appropriate faculty  
397 member becomes available.  
398 • 2 senior faculty elected by the Faculty Assembly  
399 • 1 senior faculty member appointed by the Dean  
400

401 **Curriculum Committee:**

402  
403 **A. Purpose**

- 404 1. To plan, review, and monitor academic programs to ensure consistency with the  
405 philosophy and mission of the LSUHSC School of Public Health and the LSU Health  
406 Sciences Center, and in accordance with the requirements of the Council for Education in  
407 Public Health.  
408 2. To promote optimum coordination among School of Public Health curriculum areas.  
409 3. To provide a forum for faculty and students with regard to curriculum issues.  
410

- 411 **B. Functions**  
412 1. Approve new courses and/or major changes in existing courses and degree programs.  
413 2. Suggest changes as appropriate to facilitate coordination among course offerings and  
414 curriculum areas.  
415

- 416 **C. Membership**  
417 • Associate Dean for Academic Affairs (ex officio, non-voting)  
418 • Representatives selected by each academic program (Biostatistics, Environmental Health,  
419 Epidemiology, Behavioral and Community Health Sciences, and Health Policy/Systems  
420 Management)  
421 • Director of Admissions and Student Affairs (ex officio, non-voting)  
422 • 2 Student Representatives, from different academic areas  
423

424 **Evaluation Committee:**  
425

- 426 **A. Purpose**  
427 1) To evaluate course offerings to ensure merit in objectives/content and consistency with  
428 philosophy and mission of both the LSUHSC School of Public Health and the LSU Health  
429 Sciences Center.  
430 2) To assist teaching faculty in attaining their maximum potential and effectiveness through  
431 performance reviews by peer observers and student evaluations.  
432 3) To render advice and assistance as necessary for self-study to ensure effectiveness in  
433 meeting School objectives and missions.  
434

- 435 **B. Functions**  
436 1. Create and maintain course and degree evaluation procedures, such as those pertaining to  
437 course surveys, peer evaluations, and exit questionnaires.  
438 2. Compile and report evaluation procedure results.  
439 3. Document the degree to which course offerings meet School and Health Sciences Center-  
440 wide objectives, philosophy, and mission.  
441 4. Provide recommendations to the Dean and Faculty regarding School self-study and  
442 responses to external review.  
443

- 444 **C. Membership**  
445 • Associate Dean for Academic Affairs (ex officio, non-voting)  
446 • Representatives selected by each academic program (Biostatistics, Environmental Health,  
447 Epidemiology, Behavioral and Community Health Sciences, and Health Policy/Systems  
448 Management). Membership on this Committee should not overlap with that of the  
449 Curriculum Committee, with the exception of the Associate Dean for Academic Affairs.  
450

451 **Faculty and Student Grievance Committee**  
452

- 453 **A. Purpose**  
454 1. To provide formal recommendations to the Dean on unresolved matters of  
455 grievance.  
456 2. To represent the School faculty position on unresolved matters of grievance.

457  
458  
459  
460  
461  
462  
463  
464  
465  
466  
467  
468  
469  
470  
471  
472  
473  
474  
475  
476  
477  
478  
479  
480  
481  
482  
483  
484  
485  
486  
487  
488  
489  
490  
491  
492  
493  
494  
495  
496  
497  
498  
499  
500  
501

B. **Functions**

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

C. **Membership**

- Five faculty: three elected by the Faculty Assembly, each from different programs, and two appointed by the Dean.
- Two students elected by the student body will serve on the committee only when matters of student grievances are being considered.

D. **General Provisions**

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

**Bylaws, Nominations and Elections Committee**

A. **Purpose**

1. To maintain, interpret, and revise the Bylaws as required in order to sustain the integrity of the organization.
2. To establish nomination and election policies and procedures for the LSUHSC School of Public Health.

B. **Functions**

1. Review Bylaws annually.
2. Interpret the meaning and intent of the Bylaws upon request by the faculty.
3. Provide for revision of School of Public Health Bylaws, as stated in Article VIII.
  - a. Accept written proposals for revision of the Bylaws upon request from any full-time faculty member. These proposals must contain the rationale for the change as well as the specific changes requested. The Bylaws Committee may request additional information from those submitting the proposed revision.

- 502                   b.       Review the proposals and their subsequent impact upon present Bylaws.  
503                               The recommendation(s) of the Bylaws Committee will be presented and  
504                               the Faculty Assembly will vote on the revisions.
- 505           4.       Solicit nominations for elected positions.
- 506           5.       Prepare a ballot for the election of officers of the Faculty Assembly and all  
507                   elected members of Standing Committees within the School of Public Health.
- 508                   a.       Circulate the official ballot to voting members of the faculty two (2)  
509                               weeks prior to election deadline.
- 510                   b.       Coordinate with the Secretary and President-Elect/Past President to tally  
511                               and report the election results to the faculty.
- 512                   c.       Retain ballots and signed tally sheets in a sealed envelope (held by the  
513                               designated recorder) for thirty (30) days, after which time the ballots will  
514                               be destroyed unless a challenge has been received from a voting faculty  
515                               member.
- 516                   d.       Coordinate with the Secretary to provide the roster of Standing Committee  
517                               membership and elected representatives every July.
- 518           6.       Provide for special elections to fill vacancies within one (1) month, unless the  
519                   vacancy occurs within ninety (90) days of the end of the term.
- 520           7.       Hold elections for Special and Ad Hoc committees as requested by the President  
521                   of the Faculty Assembly and/or the Dean.
- 522           8.       Establish details of the election process.

523

524   C.       **Membership**

- 525           •       2 faculty members elected from Faculty Assembly
- 526           •       Past President/President-Elect
- 527

528   **ARTICLE VII. LSUHSC FACULTY SENATE REPRESENTATIVES**

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

534

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

538

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

542

543   The rights and duties of the Senators are outlined in the bylaws of the LSUHSC-NO Faculty  
544   Senate.

545

546 **ARTICLE VIII. REPRESENTATIVES TO THE DEAN’S ADMINISTRATIVE**  
547 **COUNCIL**

548 Assembly representatives to the LSUHSC School of Public Health Dean’s Administrative  
549 Council must meet membership criteria for the LSUHSC School of Public Health Faculty  
550 Assembly as outlined in Article III of these Bylaws. Two representatives shall be elected, one  
551 junior faculty (rank of Instructor or Assistant Professor) and one senior faculty (rank of  
552 Associate or Full Professor). The President of the SPH Faculty Assembly shall serve as the  
553 third representative (ex officio). The election of these representatives will take place in  
554 conjunction with annual elections of Faculty Assembly officers and committee members, or by  
555 special election as needed to fill vacancies opening up between elections. Each representative  
556 shall serve for two years or until their successor is elected, and their term of office shall begin  
557 on July 1.

558  
559  
560 **ARTICLE VIII. SUSPENSION AND REVISION OF THE BYLAWS**

561  
562 **SUSPENSION OF THE BYLAWS**

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

565  
566 **REVISION OF THE BYLAWS**

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

572  
573  
574 Version history

575  
576 *First version adopted by ballot, effective May 21, 2004*

577  
578 *Amendment of May 18, 2005 approved by ballot, effective July 1, 2005*

579  
580 *Amendment of August 23, 2007 approved by ballot, effective September 12, 2007*

581  
582 *Amendment of May 7, 2008, approved by ballot, effective May 30, 2008.*