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**School of Public Health**  
**Louisiana State University Health - New Orleans**

**Bylaws of the Faculty Assembly**

**Version effective October 19, 2020**

16 **PREAMBLE**

17  
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**

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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.

104

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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.

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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 Delegate's  
221 presence at a scheduled meeting which the Delegate is unable to attend. Voting proxy is  
222 defined as the agent's ballot cast according to the preference of the absent Faculty Assembly  
223 member. All proxy forms must include the signature of the absent member, the name of the  
224 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 2<sup>nd</sup> 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.

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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 **RECORDING**

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 E. **Officers**

302 1. **Chairperson**

- 303 a. The members of each Standing Committee will elect a Chairperson from  
304  
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 4) In case the Chairperson is on extended leave of absence, such as  
315 sabbatical leave, maternity leave, or sick leave, not exceeding 6  
316 months of absence, then the Chairperson, before starting his/her  
317 leave, will arrange for electing an Interim Chairperson of the  
318 Standing Committee. Otherwise the FA president calls the  
319 Committee to a meeting to initiate the election of the Interim  
320 Chairperson. After returning the Chairperson resumes his/her  
321 duties for the remainder of the term.  
322

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**

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 B. **Functions**  
382

- 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, each Academic Program  
401 Director shall appoint another eligible senior faculty member, as defined in the SPH  
402 APT Procedural Guidelines, to serve as representative. In addition to the Academic  
403 Program Representatives, the APT Committee shall include:  
404 • 2 senior tenured faculty members elected by the Faculty Assembly  
405 • 1 senior tenured faculty member appointed by the Dean

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410 **Curriculum Committee:**

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412 **A. Purpose**

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

421  
422 **B. Functions**

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

- 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 **C. Membership**

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

446 **Faculty and Student Grievance Committee**

447 **A. Purpose**

- 448 1. To provide formal recommendations to the Dean on unresolved matters of  
449 grievance.
- 450 2. To represent the School faculty position on unresolved matters of grievance.

451 **B. Functions**

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

461 **C. Membership**

- 462 • Five Faculty Assembly members: three elected by the Faculty Assembly, each  
463 from different programs, and two appointed by the Dean.
- 464 • Two students selected by the SGA will serve on the committee only when matters  
465 of student grievances are being considered.

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

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.

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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.

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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.

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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.*
- Amendment of May 14, 2012 approved by ballot, effective July 1, 2012.*
- Amendment of August 19, 2016 approved by ballot, effective September 1, 2016*
- Amendment of October 16, 2020 approved by ballot, effective October 19, 2020*