

PROPOSED REVISIONS - CLEAN

BYLAWS

Article I ~ Name and Purpose

Section 1: The name of this organization shall be Intersegmental Committee of Academic Senates (hereinafter referred to as ICAS).

Section 2: The purpose of ICAS shall be to :

- A. Advise the academic senates of the public higher education segments in California, education officials, and policy makers on issues of intersegmental concern;
- B. Share information on issues of mutual concern, including but not limited to student preparation for postsecondary education, the Master Plan for Higher Education, access, transfer, articulation, general education, and educational quality and standards;
- C. Develop and maintain by regularly reviewing and revising, as appropriate, competency statements for entering freshman and the approved general education transfer curriculum pattern ;
- D. Develop and promulgate common positions on intersegmental issues in California, including preparing position papers to inform policy discussions.
- E. Savings clause? Something like "And other such tasks"

Article II ~ Membership

Section 1: Constituencies

Members shall represent the Academic Senates of the University of California, California State University and the California Community Colleges.

Section 2: Membership

The Academic Senate of each segment shall appoint five senate members , including its Chair or President. In addition, the three segment executive directors and other senate staff as invited by their chair shall serve as *ex officio non-voting* members of ICAS.

Section 3: Selection

Each segment shall determine its own criteria for selecting members and its members' term of service.

Section 4: Alternates

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In the event of a member's absence their segment may designate an alternate. Alternates serve only in the absence of their principals and have full voting authority during their period of service.

Article III ~ Officers

Section 1: Officers.

- A. The chairs/presidents of the three academic senates shall normally serve as the officers of ICAS.

- B. A segment's chair/president may designate their vice-chair/vice-president as that segment's ICAS officer.

- C. The chair of ICAS shall be rotated annually among the three officers of ICAS from the segments' academic senates.

Section 2: Authority.

The officers shall have the responsibility and authority for interpreting and implementing actions approved by ICAS.

Section 3: Actions Between Meetings

The officers shall have the responsibility and authority to take actions they deem necessary between ICAS meetings, provided such actions shall not abrogate the Bylaws of ICAS and are reported at the next regular meeting.

Article IV ~ Duties

Section 1: ICAS Chair

- A. The chair shall assume office on September 1st. [July 1st?]

- C. The chair, in consultation with the other officers, shall set the agenda for each ICAS meeting.

- D. The chair shall serve on the Intersegmental Coordinating Committee (ICC) Roundtable Executive Council. **DOES THIS EXIST?**

- E. The chair shall serve as the official spokesperson for ICAS.

Section 2: Officers

- A. Each officer shall represent their segment on all matters under consideration by ICAS.

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B. Each officer shall identify and bring to ICAS for consideration issues that fall within ICAS' charge.

C. Each officer is responsible for informing their segment about ICAS activities throughout the academic year.

Section 3: Members

A. Each member shall attend and take an active part in all meetings, carry out routine and special tasks as requested by the chair, and offer advice and information based on their experience and expertise.

Section 4: Executive Directors

A. The executive director of the segment responsible for chairing ICAS shall serve as the official secretary of ICAS, with duties including drafting the agenda, taking the minutes of the meetings, and recording official actions.

B. The Community College executive director shall maintain the official ICAS website and archives to preserve the history of ICAS. All other executive directors shall assist by providing relevant information and resources.

C. Each segment executive director shall:

- i. Serve as a non-senate, non-voting member of ICAS.
- . Attend or send a designee to all ICAS meetings.
- iii. Assist the Community College Academic Senate in maintaining the ICAS website.
- iv. Provide background information as necessary and appropriate.
- v. Provide policy analysis as requested by the segments.
- vii. Assist in organizing the ICAS Legislative Day(s).

Article V ~ ICAS Actions

[This attempts to parse and clarify the current bylaw: "When ICAS makes recommendations for action to the Academic Senates of the three segments, ICAS actions become final when they have been approved by all three senates. Once ICAS actions become final, ICAS communicates them to relevant constituencies." The procedures around each kind of action could be clarified further either here or via a Special Rule]

Section 1: Action types

ICAS may take direct actions or make recommendations

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Section 2: Direct actions

When ICAS takes a direct action, it is final upon the approval of ICAS

Section 3: Recommendations

When ICAS makes a recommendation to the Academic Senates of the three segments, the recommendation becomes final upon the approval of all three senates.

Section 4: Communication

Once an ICAS action becomes final, ICAS communicates it to relevant constituencies.

Article VI ~ Parliamentary Authority and Conduct of Business

Section 1: Rules of Order

Robert's Rules of Order, Newly Revised, shall govern ICAS in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any Special Rules of Order ICAS may enact.

Section 2: Quorum.

Two-thirds plus one of the voting members of the ICAS shall constitute a quorum.

Section 3: Consent Agenda.

- A. Agenda items deemed non-controversial by the chair of ICAS, in consultation with the other officers, may be placed on a Consent Agenda.
- B. Approval of all business on the Consent Agenda requires a single unanimous vote.
- C. At the request of any member, any item may be removed from the Consent Agenda and considered as new business.

Section 4: Voting.

All actions of ICAS require the approval of a majority of votes cast.

[There was a suggestion that some sort of requirement that all 3 segments agree be added.]

Section 5: Minutes.

The chair shall send minutes of each ICAS meeting to members no later than the distribution of the agenda for the next regular meeting.

Article VII ~ Meetings

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Section 1: Types.

Regular meetings, emergency meetings, and legislative days comprise the types of meetings ICAS may hold.

Section 2: Modality

Meetings, unless otherwise stated in these Bylaws, may take place either in-person or electronically. Electronic/telephone participation in an in-person meeting shall be deemed as present and voting. Voting may be conducted electronically during or between meetings.

Section 3: Regular meetings

- A. ICAS shall convene at least five regular meetings during the academic year. With majority approval by ICAS, the chair may cancel a regular meeting, but there must be at least three regular meetings in each academic year..
- B. Each September the meeting dates for the year will be recommended by the chair and approved by ICAS. [Should this be approved by ICAS or in consultation with other officers. Current bylaws say both in different places.]
- C. The agenda for regular meetings shall be sent to the membership at least three working days before the meeting.
- D. Each member shall have the right to request that an item be placed on the agenda, with the expectation that ICAS will give the matter due consideration in a timely fashion.

Section 4: Emergency Meetings

- A. Emergency meetings may be called by one or more officers as necessary
- B. The agenda for an emergency meeting shall be sent to the members at least one calendar day before the meeting is convened.

Section 5: Legislative Days

- A. Each year ICAS will hold at least one Legislative Day during the academic year.
- B. Legislative Days may be held in person or via technology/telephone.
- C. The purpose of Legislative Days is to give state legislators an opportunity to meet ICAS members and discuss issues of mutual concern for higher education.

Section 6: Closed meetings

ICAS meetings are normally closed and only attended by ICAS members and those invited by the Chair with the agreement of the other officers.

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Article VIII ~ Committees

Section 1: Types of Committees:

- A. Standing Committees are those committees that are named and whose charges are specified in these Bylaws. Standing Committees shall persist until these Bylaws are amended to eliminate or amend their charges.
- B. Special Committees are established for a limited term to address specific issues.

Section 2. Establishment of Committees.

- A. Standing Committees are established by these Bylaws.
- B. Special Committees shall be established by the chair, with the concurrence of the other officers, as needed to conduct ICAS activities. [Ask group about mechanism: chair and officers; by ICAS; etc]

Section 3: Composition of Committees.

- A. Faculty members of the three segments may comprise committees. Committee members need not be members of ICAS.
- B. Each segment need not be represented on each committee. [Discuss!!!]
- C. Committees may be composed of appointed, elected, or *ex officio* members, or any combination thereof.
- D. Each segment in accordance with its governing policies and procedures shall be responsible for making appropriate appointments and revoking any appointment it has previously made.

Article IX ~ Standing Committees

Section 1: Terms of Service.

Unless otherwise specified, in these Bylaws or by the relevant segment, members of these committees shall serve two-year terms, staggered where feasible.

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Section 2: Competency Statement Committees

- A. Competency Statement Committees shall develop and maintain, by regularly reviewing and revising as appropriate, competency statements for entering freshman
- B. Discipline-specific faculty appointed by the segments shall comprise these committees' membership

II.

Section 3: General Education Transfer Curriculum Standards Review Committee

I.

- A. This committee shall serve as a forum for the detailed examination and discussion of general education transfer curriculum-related issues by representatives of each of the three postsecondary segments, and to facilitate their resolution. The committee shall also undertake other general education transfer curriculum-related tasks, as directed by ICAS. Toward these purposes, the activities of the committee shall include, but not be limited to, meeting in-person and/or via teleconference to discuss general education transfer curriculum issues as they emerge, and formulating recommendations relating to general education transfer curriculum policies and procedures for consideration by ICAS.
- B. One member from each segment shall comprise the membership of this committee

Article X ~ Special Committees

Section 1: Types of Special Committee

There are two forms of special committee:

- A. **Task Force:** Temporary group formed to carry out a specific mission or project, or to solve a problem and automatically ceases to exist when its final report is issued.
- B. **Advisory Group:** A group formed to provide unique knowledge and skills to complement the knowledge and skills of ICAS members.

Section 2: Tenure of Special Committees.

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Members of Special Committees shall serve only until the first meeting of ICAS in the ensuing fall term unless:

- A. A definite term is specified;
- B. Its authorization occurs after March 1st, in which case it shall continue for one year beyond the normal expiration date;
- C. It is continued by action of ICAS.

Section 3: Authority of Special Committees

Each Special Committee is responsible to ICAS and does not speak for themselves but only through ICAS.

Section 4: Reporting

Special Committees shall report to ICAS at least annually.

Article XI ~ Amendment

Section 1: Approval

These Bylaws may be amended by a two-thirds vote of those present at an ICAS meeting if all officers approve and a quorum is present. Notice of the proposed amendment must be sent to all members at least eight days prior to the ICAS meeting at which the vote is scheduled to occur.

Section 2: Effect:

Amendments shall take effect immediately following approval unless a different date is specified or required.

Article XII ~ Office of Records

Section 1: Website.

An ICAS website shall be maintained.

Section 2: Archives.

The California Community College segment will be responsible for storing all the ICAS archives. Scanned documents will be available to the segments.

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Section 3: Minutes

Approved minutes shall be available on the ICAS website

Article XIII ~ Funding

Section 1: Participants

Each segment shall fund the participation of its representatives in the ICAS meetings, committees, and activities.

Section 2: General Expenses

The segment chairing the meetings will be responsible for providing meeting space and other general meeting expenses including food and parking.

Approved February 26, 2009