

CRJ GUIDELINES FOR MODIFYING BYLAWS, REGULATIONS, AND APPENDICES

Bylaws serve as the blueprint for how a governing body will operate and will likely contain a reference to the leadership structure and other important elements of the organization. It is recommended that bylaws be reviewed every three to five years.

The most important principle regarding bylaws is that they must be followed in practice. If there is a conflict between the bylaw and practice, then either the practice must be changed to comply with the existing bylaw or the bylaw needs to be amended to reflect the practice.

GENERATING THE PROPOSAL

How are bylaws modified or created?

For existing bylaws: Begin with the most current version of the bylaws to track changes which reflect the proposed modifications. Please contact the CRJ Analyst for a copy of the bylaws as they appear in the Senate Manual.

For new bylaws: Begin drafting from scratch. Articles are to be labeled A, B, C... and should include (as needed) Purpose of the Organization, Membership, Officers, Meetings, Elections, Committees, and Amendments. Subsections of an Article should be labeled 1, 2, 3... Sub-subsections should be labeled a, b, c... (and then i, ii, iii...).

The governing body (Senate council/committee) must approve the draft proposal before it is submitted to CRJ for review.

How long will this take?

The total process typically takes 1-4 months, from proposal initiation to Assembly approval and updating the UCI Senate Manual. However, there are many variables that may impact the timeline. The CRJ Analyst will keep those involved informed along the way.

What needs to be included in the proposal packet?

The “Request for Review Form,” available on the CRJ webpage under “Resources and Related Links” (<http://senate.uci.edu/committees/committees/rules-and-jurisdiction-committee-on-crj/>), should be used as a cover sheet for the proposal. The proposal must include:

1. A statement of the rationale (on the “Request for Review Form”): Briefly explains why the proposed modifications are necessary to the existing Senate Manual, and when the governing body approved these modifications.
2. Proposed Language (bylaws): *attach two copies - One markup copy (redline), indicating deletions by **strikeout type** and additions by underscore type. One clean copy with the proposed modifications already in place (no markups).*

All documents must be submitted in Word Doc form (no PDFs please).
Margins should be 1” and all font should be in Arial Font, Size 12.

Please note that the proposal must adhere to the specifications listed above, and failure to do so will result in the return of the proposal and delay in the review process.

How should the proposal be titled?

If the proposal is pertaining to an:

Irvine Bylaw, found in Part I. of the UCI Senate Manual, use

Proposed Modifications to Irvine Bylaw (Insert Bylaw Number). (Insert Bylaw title)

Irvine Regulation, found in Part II of the UCI Senate Manual, use

Proposed Modifications to Irvine Regulation (Insert Regulation number). (Insert Regulation title)

Irvine Appendix (school bylaws), found in Part III of the UCI Senate Manual, use

Proposed Modifications to Appendix (Insert Appendix number), (Insert Chapter number), (Insert School Name)

CRJ REVIEW***What happens once CRJ reviews the proposal?***

CRJ reviews the proposal to verify that it is consistent with the Code of the Academic Senate (Systemwide and Divisional Bylaws and Regulations), is written in precise legislative language to have the proposers' intended effect, and is in proper form for consideration by the Divisional Senate Assembly (CRJ does not approve the substance of the policy change under consideration). There are two outcomes from this process:

- If revisions are suggested, or required, the proposal is returned to the proposing body for revision. Delays in resubmission of the proposal will impact the timeline.
- If the proposal is approved, it is forwarded to the Senate Chair (the proposers are copied). The proposal will then be reviewed by the Senate Cabinet followed by the Divisional Senate Assembly.

EXECUTIVE REVIEW***What happens once the Senate Cabinet reviews the proposal?***

The Divisional Chair brings the proposal before the Senate Cabinet, which may endorse it, provide comments, or suggest further revisions. If the proposal needs further revisions, it will be sent back to the proposing body. Once the noted changes are made, the proposal will proceed to the Divisional Senate Assembly. If there are substantial revisions, then the proposal will need to go back to CRJ and through the review process again before being sent to the Divisional Senate Assembly.

FINAL SENATE ACTION***What happens once the proposal is forwarded to the Divisional Senate Assembly?***

The proposal is included in the upcoming meeting agenda for consideration by the Assembly. Proposed legislation is reviewed and voted on by the Assembly. If the Assembly rejects the proposal its concerns will be forwarded to the proposers (who will have the option to resubmit a revised version of the proposal - repeating the entire review process). Members of the Assembly may comment upon proposed modifications to the Senate Manual Appendices but Assembly approval is not required for changes to Appendices.

ONCE THE PROPOSAL IS APPROVED

The Senate Chair will submit a final response addressed to the proposers specifying the Assembly's response and effective date of legislation.*

*Per Irvine Bylaw 28 (A.1):

Effective date: All legislation becomes effective immediately upon approval by the Division or Divisional Senate Assembly members present and voting, unless an alternate date of implementation is approved by two-thirds of the Division or the Divisional Senate Assembly members present and voting.

