

Bylaws of the Faculty Assembly
Louisiana State University School of Dentistry

PREAMBLE

The mission of the Louisiana State University Health Sciences Center School of Dentistry (LSUSD) is to serve the needs of the citizens of the State of Louisiana by educating future general dentists, specialists and allied dental professionals to provide excellent and current health care. The School of Dentistry should also play a leadership role in research and provide health care services and information to the dental community and the public.

In pursuit of this mission and the purposes stated in the LSUSD Faculty Assembly Constitution, the Faculty of LSUSD institutes the Faculty Assembly and its bylaws. The bylaws of the Assembly are subject to the rules and regulations of the Board of Regents, the Board of Supervisors, the President of the University, the Chancellor of the Health Sciences Center and the Dean of the School of Dentistry.

ARTICLE I

Membership of the Faculty Assembly

Section 1. The name of the organization shall be the Faculty Assembly of the School of Dentistry, herein referred to as the Assembly. The term Faculty shall refer to the full-time and part-time members of the academic staff of the School of Dentistry. The term Delegate shall refer to the members of the Assembly elected to represent the Faculty.

Section 2. The faculty of LSUSD is composed of Basic Scientists and Clinicians, including all members with primary appointments and/or teaching responsibilities within the School of Dentistry.

Section 3. Except for meetings of the Executive Board and closed sessions of the Delegates, all meetings of the Assembly and meetings of the Delegates of the Assembly are open to all Faculty members, including part-time and gratis faculty.

Section 4. All full- and part-time faculty members in accordance with LSU System Permanent Memoranda PM-23 with teaching responsibilities located at the School of Dentistry Campus are granted membership in the Faculty Assembly. All faculty members are eligible to vote in Faculty Assembly meetings. Only delegates are eligible to vote at Delegates of the Assembly meetings.

ARTICLE II

Nature and Function of the Delegates of the Assembly

Section 1. The Delegates of the Assembly shall consist of members of the Assembly elected in accordance with these bylaws.

Section 2. The Delegates shall represent the Assembly in all matters and shall voice the policies, opinions and sentiments of the Assembly on any matter within their jurisdiction. The jurisdiction of the Assembly shall encompass matters of the School of Dentistry and affairs of the Health Sciences Center that affect the day-to-day and long-term functioning of the School of Dentistry.

Section 3. The Delegates shall consider on their own initiative any matter within their jurisdiction or any matter brought to their attention by the Assembly.

Section 4. The Delegates shall work closely with the Dean of the School of Dentistry and shall report their actions and findings to the Dean. The Delegates shall also maintain liaison with the Vice-Chancellor of Academic Affairs and Chancellor of the Health Sciences Center.

Section 5. The Secretary shall regularly post minutes of meetings and other summaries on the Learning Center

Section 6. Any recommendation of the Delegates shall be submitted to the Assembly for review and action, as appropriate.

ARTICLE III

Election of the Delegates of the Faculty Assembly and the LSUSD Representative to the American Dental Education Association

Section 1. The Assembly shall elect 15 Delegates at least 12 of whom must be full-time, serving staggered three-year terms, beginning July 1 in the year in which they are elected. All departments within the School of Dentistry have the opportunity to be represented, as all faculty members are eligible to nominate, vote for, and serve as delegates. Each year, the following will be elected: five delegates, at least four of which must be full-time. Alternates may be elected each year.

Section 2. All members of the Assembly shall be eligible for election as Delegates, with the exception of the Dean, the Associate Deans, the Assistant Deans, and Department Heads. Eligibility for election shall be determined as of the date of the election.

Section 3. The procedures for nomination and election of Delegates shall be administered by persons designated by the Assembly for that purpose.

Section 4. The nomination of Delegates shall be held each year in the spring. Each member of the Assembly shall be emailed a nominating ballot. The deadline for the return of the nominating ballot shall be stated on the ballot. Nominations received after the deadline for the return of nominating ballots shall not be considered. To be considered valid, a nominating ballot must be made by a member of the Assembly.

Section 5. Anyone nominating a candidate must ensure that the person is willing to be listed on the ballot. The acceptance of a nomination shall imply a willingness to be a candidate and to accept the responsibility of operating an effective Assembly, including the assignment to committees and holding of elected offices.

Section 6. The number of candidates on the ballot shall be limited to not more than three times the number of seats to be filled.

Section 7. The election of Delegates shall be held each year in the spring. Voting will be conducted electronically. Each member of the Assembly shall be emailed instructions for voting. The ballot shall list, in alphabetical order, the names of the faculty candidates who have been nominated. The deadline for the return of the election ballot shall be stated on the ballot and shall not be more than two weeks after the emailing of the ballots. Ballots received after this time shall be invalid. Anonymity of voters will be maintained.

Section 8. Each year, each member of the Assembly may vote for five delegate candidates and those who receive the most votes from the Assembly shall be elected as Delegates. The candidates receiving the next highest number of votes shall be Alternate Delegates. Ties shall be decided by the Executive Board.

Section 9. The Delegates shall serve for three years, with the term starting July 1 of the year in which they were elected. If an Alternate Delegate is selected, they will serve the remainder of the departing Delegates term.

Section 10. A Delegate desiring to resign shall submit his/her resignation in writing to the Secretary of the Assembly, who shall present it to the Executive Board.

Section 11. In the event that a Delegate resigns, an Alternate shall fill the remaining term. Should an Alternate slot become vacant, the President shall fill the vacancy by appointment of a faculty member.

Section 12. A Delegate may forfeit his/her elected office if that Delegate is absent from three regularly scheduled meetings of the Delegates within any one-year period. An Alternate will fill the vacancy. The Delegate who has been dismissed will be notified of such action in writing by the Secretary. The Delegate may appeal this forfeiture to the Executive Board.

Section 13. The Assembly shall elect an LSUSD Representative and Alternate to the American Dental Education Association (ADEA) Council of Faculties. The Representative to ADEA and the Alternate shall have a three-year term. The Representative to ADEA will represent LSUSD at the ADEA annual meetings and shall report to the Delegates of the Faculty Assembly after each meeting. If the LSUSD representative to ADEA cannot attend an ADEA meeting, the Alternate or a selected member shall take his/her place at the meeting. The LSUSD Representative to ADEA and an Alternate shall be full-time faculty members and shall be elected in a similar manner as that defined for the election of Delegates of the Faculty Assembly (see previous sections).

ARTICLE IV

Election of Officers

Section 1. At the first meeting of the new year, the new President shall nominate or accept nominations from among the 15 elected Delegates for president-elect and secretary. The Delegates of the Assembly shall elect a President-Elect and Secretary after nominations are submitted. Additional officers may be elected if necessary.

Section 2. The officers shall be elected to serve for two-year terms or until their successors are elected. The president-elect will ascend to president in the second year of their term. Their terms of office shall begin at the close of the meeting at which they are elected. A Delegate with a single year or less left in their current three-year term who is elected President-Elect or Secretary will automatically have their term extended.

Section 3. No Delegate shall hold more than one office at a time.

Section 4. If the President's office becomes vacant, the President-Elect shall fill the vacancy and shall continue his/her own term as President. Vacancies in the office of the President-Elect or Secretary shall be filled by a vote of the Delegates at the next meeting in accordance with the terms above.

ARTICLE V

Meetings of the Delegates of the Assembly

Section 1. Meetings of the Delegates shall be attended by the Delegates and Alternates and shall be open to all members of the Faculty. The regular meetings of the Delegates shall be held no less than four times per academic year unless otherwise ordered by the President, the Executive Board, or by a majority of the Delegates.

Section 2. Special meetings of the Delegates may be called by the President or any member of the Executive Board.

Section 3. Nine of the fifteen Delegates/Alternates shall constitute a quorum.

Section 4. Only Delegates/Alternates are eligible to vote at meetings of the Delegates. Alternates may vote only when adequate delegates are not present to constitute a quorum.

Section 5. Upon majority vote of the Delegates, the Delegates may go into closed session if sensitive or personal items are to be discussed.

Section 6. Delegates will approve minutes of the previous Delegates' meeting.

ARTICLE VI

Meetings of the General Faculty Assembly

Section 1. Meetings of the General Faculty Assembly shall be open to all members of the Faculty. The regular meetings of the General Faculty Assembly shall be held no less than four times per academic year unless otherwise ordered by the President, the Executive Board, or by a majority of the Delegates.

Section 2. Special meetings of the General Faculty Assembly may be called by the President, the Executive Board, or the Dean.

Section 3. Members present shall constitute a quorum.

Section 4. All faculty meeting the criteria set forth in Article I, section 2 in attendance at the General Faculty Assembly meeting will be eligible to vote.

Section 5. Members attending General Faculty Assembly meetings will approve minutes of the previous General Faculty Assembly meeting.

ARTICLE VII
Executive Board

Section 1. The President, President-Elect, immediate past-President, and Secretary shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Delegates and General Faculty Assembly, schedule the time and place of meetings, make recommendations to the Delegates, and shall perform such other duties as are specified in these bylaws. The Executive Board shall be subject to the orders of the Delegates of the Faculty Assembly and the General Faculty Assembly, and none of its acts shall conflict with action taken by the Delegates of the Faculty Assembly or the Faculty Assembly.

Section 3. Meetings of the Executive Board may be called by the President and at least three members of the Board must be present for a quorum.

ARTICLE VIII
Committees

Section 1. The Delegates of the Faculty Assembly will keep records on (1) the standing and special committees of the Faculty Assembly; (2) responsibilities as specified in their charters and (3) host elections for the appropriate committee(s) as specified in Article VIII, Section 3.

Section 2. The Dean of LSU School of Dentistry shall provide a charge to each committee or sub-committee annually and appoint members to standing or special committees as necessary.

Section 3. The faculty of LSUSD will elect members to standing committees for staggered 3-year terms each year as prescribed by Article IX:

ARTICLE IX

Election of Committees

Section 1. The procedures for the annual nomination and election of Standing Committee members shall be administered by persons designated in Article XIV, Section 2 by the Assembly for that purpose as per Article XIV of these Bylaws.

Section 2. The nomination of committee members shall be held each year in the Spring. Each member of the Assembly shall be emailed with the vacant positions of the above-mentioned committees with an open call for nominations. The deadline for the return of the nominating ballot shall be stated on the ballot and shall not be more than two weeks after the emailing of the ballot. To be considered valid, a nominating ballot must be emailed by the member of the Assembly making the nomination to the Secretary.

Section 3. Anyone nominating a candidate must ensure that the person is willing to be listed on the ballot. The acceptance of a nomination shall imply a willingness to be a candidate and to accept the responsibility of membership on the committee.

Section 4. All elected committee members will serve staggered, three-year terms.

Section 5. The election of appropriate committee members shall be held each year in the Spring. Voting will be conducted online by the Secretary of the Assembly with the support of the Executive Board. Each member of the Assembly shall be emailed instructions for voting. The deadline for voting shall not be more than two weeks after the emailing of the announcement. Votes received after this time shall be invalid. Anonymity of voters will be maintained.

Section 6. Committee rosters will be maintained by the Secretary of the Faculty Assembly. Following the annual elections, the Secretary will prepare a finalized list and post it online for all faculty members.

Section 7. It will be the responsibility of the appropriate Committee and sub-committee Chairs (see Article VIII, Section 3) to keep valid records and communicate changes with the Faculty Assembly.

ARTICLE X

Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order shall govern the Assembly in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order the Assembly shall adopt.

ARTICLE XI

Amendment of Bylaws

Section 1. Changes to these bylaws must be presented in writing to the Delegates of the Faculty Assembly. Following approval by two-thirds of the assembled quorum, these proposed changes to the bylaws may be presented at any regular meeting of the General Faculty Assembly. At a subsequent meeting of the General Faculty Assembly, the changes must receive approval by a two-thirds vote of the members present.

ARTICLE XII

Voting on Major Curriculum Changes by General Faculty Assembly

Section 1. Whereas the Faculty is empowered by the Board of Supervisors to establish curricula, fix standards of instruction, determine requirements for degrees and generally determine educational policy, any major curriculum changes require the approval of the faculty. A major curriculum change is defined as involving more than one department.

Section 2. When members of the administration or curriculum committee offer a proposal for a “major” curriculum change, they are to present a recommendation for consideration to the Dean and the President of the Faculty Assembly of the School.

Section 3. It shall be the responsibility of the Faculty Assembly to review the proposed changes allowing discussion about the proposed changes. The forum will follow Robert’s Rules of Order for informal meetings. The President of the Faculty Assembly or his/her designate will preside over the forum. If deemed necessary, another forum for continuation of discussion may be scheduled. At the forum, the Assembly shall conduct a vote, seeking authorization of the proposed changes. Only eligible members of the faculty can vote on the proposal. The votes will be counted and reported by representatives of the Faculty Assembly and the Administration according to Robert’s Rules of Order. A majority of the valid votes cast will determine the outcome.

Section 4. All full- and part-time faculty members in accordance with LSU System Permanent Memoranda PM-23 with teaching responsibilities located at the School of Dentistry Campus are eligible to vote.

Section 5. A list of the eligible voting faculty members shall be compiled by the Assembly and provided to the Dean and the Vice Chancellor for Academic Affairs for review. The Vice Chancellor for Academic Affairs shall adjudicate any dispute in this regard.

Section 6. The result of the vote shall be reported to the Dean and the Vice Chancellor for Academic Affairs within seven working days. The Vice Chancellor shall report the results to the Chancellor of LSUHSC and forward a recommendation to the LSU System Office and the elected officers of this Faculty Assembly.

ARTICLE XIII

Faculty Forums

Section 1. In order to foster communication, improve services, and provide a venue for faculty expression at the School of Dentistry, the Faculty Assembly will sponsor open forums for the discussion of topics of interest. Minutes of the forum discussion will be available for review. The Delegates will take appropriate actions as warranted by the forum.

ARTICLE XIV

Duties of Officers

Section 1. **President** – The president shall preside at all meetings of the Faculty Assembly, Delegates, Executive Board, and Faculty Forums unless he/she designates the president-elect or another substitute. The president will be the principal executive officer of the Faculty Assembly. The president shall coordinate the work of the officers and committees of the Faculty Assembly in order to promote the objectives and purposes of the Faculty Assembly. As a member of the Executive Board, the president will assist in the election or selection the officers of the Faculty Assembly, Faculty Senate Representatives, and/or LSUSD Representative to ADEA.

Section 2. **President-Elect** – The president-elect, in the absence or inability of the president to serve, shall perform all the duties of the president. The President-Elect shall serve as parliamentarian. The parliamentarian shall be prepared to advise the Delegates and the Assembly on points of order in accordance with the current edition of Robert's Rules of Order to which they are applicable and in which they are consistent with these bylaws and any special rules of order the Delegates or the Assembly shall adopt. The President-Elect shall support the Secretary in conducting the annual election of Delegates to the Faculty Assembly and appropriate members of Standing Committees as stated in Article IX of these Bylaws as well as the election or selection of officers of the Faculty Assembly, Faculty Senate Representatives, LSUSD Representative to ADEA.

Section 3. **Secretary** – The secretary shall keep the minutes of the meetings of the Delegates and General Faculty Assembly, provide a copy of the minutes to the president, be the custodian of the Assembly's records, conduct the annual elections, and those duties as per Article IX as stated in Article IX of these Bylaws.