

**Academic Assembly Council (AAC) Ad Hoc By-Laws Review Committee
Recommendations and Discussion**

Issue 1: Representation for Advisors under the new ANR structure that will have no regions

Committee Action: Review Committee made no changes to the current structure and simply refers to regions as “**Former Regions**”.

Discussion: None

Decision: Accept

Issue 2: Qualifications to run for office and performance expectations in office for the President and President-elect

Committee Action:

1. Added the language (p.3), “*candidates for President-elect must have served at least one term, in good standing, on the Council or Committees of the Assembly and have an Associate Cooperative Extension Advisor/Specialist rank or higher*” to the By-Laws (Section V. A., 2a.), thereby requiring both qualifications to ensure that the candidate is familiar with the role and function of AAC and our organization’s needs.
2. Added the language (p.11), “*The Rules and Elections Committee will validate that only qualified candidates appear on the ballot (V. A.)*.”

Discussion: Change language to “*candidates for President-elect must have served at least two terms, in good standing, on the Council or Committees of the Assembly or one term as a Committee Chair.*”

Decision: Accept with changes.

Issue 2: Qualifications to run for office and performance expectations in office for the President and President-elect

Committee Action: Included two new “Duties and Privileges” to the office of President (p. 2):

- 1) Prepares brief quarterly reports to the Assembly (via the AAC website) detailing target issues, activities and/or accomplishments of the Council and Committees of the Assembly, instead of a single annual report (Section V. A., 1.c.2.).
- 2) The President has the privilege of being a member of, and attending all Representative, Standing and Special Committee meetings (Section V. A., 1.c.4.).

Discussion:

- Quarterly reports should be forwarded to the Secretary to be posted on the AAC Website. Furthermore, the Secretary should serve as Council webmaster – new language proposed, “5. *Secretary serves as AAC webmaster*” (Section V, 3. 5.).
- Change language to:
“1. *Presides at all meetings of the Assembly and the Council, leads the Council in carrying out its Mission, Purpose and Duties as specified in the By-Laws (II., III. and VII.B.), chairs the Executive Committee and performs other duties as specified in the By-Laws.*”
- Council proposes to modify language:
“4. *Has the privilege of attending all Representative, Standing and Special Committee meetings.*”

Decision: Accept with changes.

Issue 3a Recall provisions for officers

Committee Action: Inserted provisions for recall of officers and changed the terms for filling vacancies for President and President-elect (pp. 3-4).

1. A recall would be initiated by petition as a result of officer inactivity and/or non-performance of duties specified in the By-Laws and would be finalized with a vote by 2/3 vote of Council (Section V. C.).
2. If the office of President-elect were to become vacant, either through recall or resignation, a mid-term election would be held to fill the position (Section V. B. a.; X. C.).
3. Proposed recall language is as follows: “*A recall election of any elected or appointed officer may be held if an officer is inactive or not fulfilling the responsibilities as stated in*

the By-Laws (V.A). A recall is initiated when a petition signed by at least thirty (30) members of the Assembly (requesting recall) is presented to the Rules and Elections Committee. The Rules and Elections Committee shall determine the validity of each signature, certify the petition and conduct a confidential election by the Council within thirty (30) days. Elected or appointed officers will be removed from office for non-performance of their position by a two-thirds (2/3) vote of the Council membership (VII. A). Following removal of an officer, the Rules and Elections Committee will solicit nominations for and conduct a general mid-term election to fill the office (X.C)."

Discussion: Change the petition to require a percentage of the Assembly versus arbitrary number of Assembly members.

Council proposed to modify Language to: "A recall is initiated when a petition, signed by at least 10 percent of Assembly members (requesting recall), is presented to the Rules and Elections Committee."

Decision: Accept with changes.

Issue 3b Vacancy of elected officers

Proposal to change the language to:

a. *President and/or President elect. If the President's office becomes vacant, the President-elect assumes the office of President for the remainder of the unexpired term and the following regular term. The Rules and Elections Committee will conduct a mid-term election for President-elect. If both the President and the President-elect offices become vacant, the most immediate Past President, who is available, will become President until the Rules and Elections Committee completes a mid-term election for both offices (X.C-D).*

Issue 4: Minimum number of candidates necessary for an elected office

Committee Action: Added the language (p.11), "a valid number of candidates for an election are one with no maximum number of candidates."

Discussion: Grammar, change language to, "a valid number of candidates for an election is one with no maximum number of candidates."

Decision: Accept with changes.

OTHER ITEMS

Item 1: Removal and Replacement of a Representative/Standing/Special Committee member or chair.

Committee Action: Moved position from Section X. Procedures to Section IX. Committees of the Assembly (IX. F.). Separated provisions for removal and replacement of members and chairs (p. 10).

Discussion: Rules and Elections Committee has responsibility to appoint Standing Committee members. Representative Committees are responsible for organizing themselves.

Council members proposed new language:

"F. *Removal and Replacement of a Representative/Standing/Special Committee member or chair.*

1. *Members. Upon request of a committee chair, Rules and Elections Committee shall contact an inactive committee member. If he/she is not fulfilling committee responsibilities, Rules and Elections Committee will remove him/her from that committee and appoint a replacement to serve the remaining term.*

2. *Chairs. If a Representative/Standing/Special committee chair is not fulfilling committee responsibilities and does not respond satisfactorily to the requests of the Rules and Elections Committee, the President shall direct Rules and Elections Committee to remove the inactive chair, identify a suitable replacement committee member, and appoint that person to complete the member's term. In the event that the Rules and Elections Committee Chair is not fulfilling committee responsibilities and is unresponsive, the President shall consult with the members of the Executive Committee and members of the Rules and Elections Committee. Upon their approval, the President will remove the inactive chair, identify a suitable replacement committee member, and appoint that person to complete the member's term. The Rules and Elections Committee shall then elect a new committee chair."*

Decision: Accept with changes.

Item 2: Elections and Balloting (Section X. C.)

Committee Action:

- Confidential voting -- Added the language (p.11), *"All ballots and other voting materials, except election results, shall not be disclosed to any member of the Council or Assembly."*
- Election tie-breakers -- Added the language (p.11), *"In the event of a tie, a majority vote of the Council between the two candidates decides who is elected to office."*

Discussion: None

Decision: Accept

Item 3: New requirement for Personnel Committee Members

Discussion: Motion was made during the June AAC meeting to add the requirement that one must first serve on another AAC Committee prior to serving on Personnel Committee. Council members agreed and proposed new language into membership requirements that, *"members must have first served on another AAC Committee prior to serving on Personnel Committee."*

Decision: Accept

Item 4. Academic Policy Review Committee

Discussion: Motion was made during the June AAC meeting to add a new standing committee to the By-Laws entitled "Academic Policy Review" with the purpose of considering general policy on academic personnel and related matters. Council members agreed and Secretary proposed that new language be inserted to Section X.C.2.

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Academic Policy Review

1. *Membership - consists of four members of the Assembly, including one Advisor from each Former CE Region and one CE Specialist or Academic Coordinator representative selected and appointed by the Rules and Elections Committee. Members must have held an academic appointment in University of California Cooperative Extension for at least six years prior to serving on this committee.*

2. *Duties*

- Reviews academic standards and policies affecting members of the Assembly as directed by Council.*
- May appoint ad-hoc committees to assist as needed.*
- Reports findings and recommendations to Council."*

Decision: Accept