

1 **BYLAWS OF THE NEW ORLEANS FACULTY ASSEMBLY**

2 The mission of the Louisiana State University Health Sciences Center, School of
3 Allied Health Professions in New Orleans is to promote development of the highest
4 levels of intellectual and professional endeavor in programs of instruction, research,
5 and service in the field of Allied Health. Accordingly, full-time Faculty of the School of
6 Allied Health Professions in New Orleans seek to attain that goal through creation of an
7 environment where academic excellence may flourish. Because unified efforts of both
8 Faculty and Administration are essential in this common endeavor, members of the
9 Faculty have organized this Assembly with elected Delegates to serve as
10 representatives. Delegates of the Assembly constitute an elected body designed to
11 provide an active, informed faculty with a formal mechanism for input into academic
12 processes and to promote communication between Faculty and Administration.
13 Delegates of the Assembly will reflect faculty issues regarding ongoing and planned
14 operations within the Health Sciences Center and will communicate these issues to the
15 Administration.

16 Objectives and purposes of the Faculty Assembly are:

- 17 1. review, make recommendations for change, and support the overall goals
18 and policies of the School of Allied Health Professions in New Orleans
19 and the Health Sciences Center;
- 20 2. provide a forum for expression of faculty needs and concerns among the
21 School of Allied Health Programs and with the Health Sciences Center
22 Faculty;
- 23 3. assist administration and faculty by counsel and suggestion in planning;
- 24 4. foster communication between the School of Allied Health Professions in
25 New Orleans faculty and faculties of other schools within the Health
26 Sciences Center and the administrations of the School of Allied Health
27 Sciences and the Health Sciences Center;
- 28 5. initiate and conduct activities that will foster the continuation and
29 development of Allied Health programs; improve the quality of their
30 services and contribute to the general well-being of the faculty;
- 31 6. declare and support the principle of academic freedom for all faculty.

32 The Bylaws of the New Orleans Assembly are subject to rules and regulations of
33 the Board of Regents, Board of Supervisors, President of the LSU System, Chancellor
34 of the Health Sciences Center in New Orleans, Dean of the School of Allied Health
35 Professions. Faculty members from all programs and departments, and administrators
36 with faculty appointments shall hold membership in the Assembly and are invited and
37 encouraged to participate.

38 **ARTICLE I.**
39 **MEMBERSHIP OF THE FACULTY ASSEMBLY**

40 Section 1. The name of the organization shall be the Faculty Assembly of the
41 School of Allied Health Professions in New Orleans. The term **Assembly**
42 shall refer to the Faculty of the School of Allied Health Professions in New
43 Orleans (N.O.). The term **Faculty** shall refer to the members of the

44 academic staff holding the rank of Professor, Professor of Clinical *,
45 Associate Professor, Associate Professor of Clinical *, Assistant
46 Professor, Assistant Professor of Clinical * or Instructor and whose
47 performance is evaluated by the Promotions and Tenure Committee of the
48 School of Allied Health Professions. Adjunct and gratis faculty are not
49 eligible for membership in the **Assembly**. The term **Delegate** shall refer
50 to the members of the Assembly elected as representatives. All meetings
51 of the **Assembly** and meetings of the **Delegates** are open to all faculty,
52 including adjunct and gratis faculty, and administrators. Only members of
53 the **Assembly** are eligible to vote.

54 ARTICLE II.

55 NATURE AND FUNCTION OF THE ASSEMBLY, DELEGATES AND OFFICERS

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57 Section 1. **Delegates** shall be elected from eligible members of the **Assembly** in
58 accordance with Article V of the Bylaws.

59 Section 2. **Delegates** shall represent the **Assembly** and shall voice opinions and
60 sentiments of the **Assembly** in matters of the School of Allied Health
61 Professions in New Orleans and issues of the Health Sciences Center
62 that affect the functioning of the School of Allied Health Professions in
63 New Orleans. **Delegates** shall report all their actions and findings to the
64 **Assembly** and the Dean of the School of Allied Health Professions in
65 New Orleans.

66

67 Section 3. Officers of the **Assembly** shall consist of the President, President-Elect,
68 Vice -President and Secretary.

69 Section 4. The officers of the **Assembly** are responsible to maintain communication
70 with their Shreveport counterparts, at a minimum through sharing the
71 minutes of meetings. Additional communication via teleconferencing,
72 videoconferencing and face-to-face meetings shall be planned as deemed
73 appropriate and necessary.

74 Duties of the President will be:

75 direct the **Delegates** to meet;

76 attend all scheduled meetings of **Delegates** on their respective campus and any
77 other called meetings;

78 appoint a parliamentarian;

79 prepare the agenda and preside at all meetings of the **Delegates** and the
80 **Assembly**;

81 authenticate, by signature when necessary, all acts, orders, and proceedings of
82 the **Assembly**;

83 announce the business before the **Delegates** and the **Assembly**;

84 preserve order and decorum;

85 decide all questions of order;

86 represent and stand for the **Assembly**;

87 serve as a liaison with the Administration of the School of Allied Health
88 Professions and/or Health Sciences Center;
89 serve as the **Assembly** representative on the Administrative Council and
90 Executive Committee/Deans' Advisory Committee of the School of Allied
91 Health Professions in New Orleans;
92 maintain regular communication with the President and Executive Committee of
93 the Shreveport Faculty Assembly;
94 charter faculty committees with the Dean of the School of Allied Health
95 Professions in New Orleans;
96 maintain regular communication with faculty committees;

97 Duties of the Vice-President will be:

98 attend all scheduled meetings of **Delegates** and Executive Committee and any
99 other called meeting;
100 preside over the meeting of the **Delegates**, the **Assembly** and fulfill other duties
101 of the President in the absence of the President;
102

103 Duties of the Secretary will be:

104 attend all meetings;
105 keep a record of all proceedings;
106 read the minutes of the meetings;
107 distribute minutes of Delegates' Meetings to all faculty;
108 prepare a list of eligible members before each election;
109 maintain a roster of members of the **Assembly**;
110 circulate the agenda for meetings prior to the meeting;
111 insure that the agenda is posted in areas available to the faculty;
112 perform other duties assigned by the President;
113 prepare an annual report prior to the election meeting of **Delegates'** activities,
114 recommendations and findings which shall be available to all **Assembly**
115 members and shall be forwarded to the Dean's office for archival. This
116 report will include a listing of the **Delegates** and the names of individuals
117 elected to begin 3-year terms of service.
118

119 Section 5. The **Delegates** of the **Assembly**, when possible, shall serve as the
120 representatives for the School of Allied Health Professions in New
121 Orleans to the Health Sciences Center Elected Faculty Council meetings.

122 Section 6. Any officer not performing assigned duties will receive written notification
123 of charges and An officer may be removed by two-thirds vote of the
124 **Delegates**.

125 Section 7. A **Delegate** shall forfeit his/her elected office if absent from three
126 regularly scheduled meetings within one year without notification to the
127 Secretary of the **Delegates** of the **Assembly**. A Delegate may arrange
128 for another delegate to vote by proxy when he/she will be absent. The
129 Secretary shall give written notification to the Delegate stating that
130 absence from the next regularly scheduled meeting will result in forfeiture
131 of elected office.

132
133 Section 8. Recommendations of the **Delegates** shall be submitted to the **Assembly**
134 for review and approval. The **Assembly** by two-thirds vote of those
135 voting by written ballot may modify, overrule, or change any action taken
136 by the **Delegates** provided that each member of the **Assembly** has been
137 given at least two weeks prior notification in writing.

138 ARTICLE III.
139 EXECUTIVE COMMITTEE

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141 Section 1. The Executive Committee shall consist of the President, Vice-President,
142 and Secretary.

143 Section 2. The Executive Committee shall:
144 provide general supervision of the affairs of the **Assembly** between
145 meetings;
146 fix the time and place of meetings;
147 make recommendations to the **Assembly**;
148 perform such other duties as are consistent with these Bylaws.

149 Section 3. The Executive Committee shall be subject to orders of the **Assembly**, and
150 none of its acts shall conflict with action taken by the **Assembly**.

151 Section 4. The Executive Committee shall hold regular meetings. Special meetings
152 of the Executive Committee shall be called by the President as needed.

153 ARTICLE IV.
154 COMMITTEES

155 Section 1. **Delegates** shall maintain oversight of all School committees. Standing
156 and ad hoc committees shall be established as the **Delegates** deem
157 necessary. School Committee function and membership are described in
158 the Committee Addendum.

159 Section 2. At the beginning of each academic year, the Dean and the Shreveport
160 and New Orleans **Assembly** Presidents charge each committee to
161 identify and develop specific activities for the upcoming year. Each
162 committee chair will report on the actions of that committee at each
163 regular **Assembly** meeting. Annual reports of committee activities are
164 submitted by the committee chair to the Dean and **Assembly** Presidents.

165 ARTICLE V.
166 MEETINGS OF THE DELEGATES AND OF THE ASSEMBLY

167 Section 1. Regular meetings of the **Delegates** shall be held monthly unless
168 otherwise requested or altered by the President, the Executive

169 Committee, or by a majority of the **Delegates**. Meetings shall be attended
170 by all **Delegates**. Meetings of the **Delegates** shall be open to all
171 members of the faculty.

172 Section 2. Two-thirds of the **Delegates** shall constitute a quorum.

173 Section 3. A majority vote of the **Delegates** shall initiate a closed session.

174 Section 4. Called meetings of the **Assembly** may be initiated either by a majority of
175 the **Assembly** or of the **Delegates**.

176 Section 5. **Delegates** shall meet with the **Assembly** at least once during the Fall
177 and Spring semesters and report activities and recommendations to the
178 **Assembly**.

179 Section 6. The regular meeting of the **Assembly** in the spring shall be known as the
180 annual meeting and shall be for the purpose of presenting a formal report
181 to the **Assembly** summarizing the actions and recommendations of the
182 **Delegates** since the last annual meeting.

183 Section 7. Programs not represented by **Delegates** to the **Assembly** shall be
184 encouraged to send a non-voting representative to each delegate meeting
185 to facilitate communications.

186 ARTICLE VI.
187 ELECTION OF THE DELEGATES OF THE ASSEMBLY

188 Section 1. The **Assembly** shall elect 6 **Delegates**.

189 Section 2. One-half of the **Delegates** of the **Assembly** shall be elected each year.
190

191 Section 3. Members of the **Assembly** eligible for election as **Delegates** shall include
192 faculty as defined in Article I, Section 1. A list of eligible members of the
193 **Assembly** shall be prepared by the Secretary of the **Assembly** prior to
194 each election (Article II: Section 2, Duties of the Secretary).

195 Section 4. The procedures for nomination and election of **Delegates** shall be
196 administered by the Nominating Committee.
197

198 Section 5. Nomination of **Delegates** shall be held annually in the spring. Each
199 member of the **Assembly** will receive a nomination ballot and may
200 nominate one person. The place and deadline date for return of the
201 nomination shall be stated on the ballot and shall not be more than two
202 weeks following mailing of the ballot. Nominations received after the
203 stated deadline shall not be considered unless there are not enough
204 nominees to fill vacant positions. The nomination ballot must be signed
205 by the member of the **Assembly** making the nomination.

- 206 Section 6. Each nominated member shall be notified within one week after the close
207 of nominations. The number of nominees on the ballot shall be limited to
208 the first nine who submit the acceptance of the nomination in writing.
- 209 Section 7. Election of **Delegates** shall be held after the spring meeting. Each
210 member of the **Assembly** will receive a ballot. The ballot shall list, in
211 alphabetical order, names of the nominees. The deadline for return of the
212 election ballot shall be stated on the ballot and shall not be more than two
213 weeks following mailing of ballots. Late ballots will be considered invalid.
214 The ballot shall be returned to Secretary of the **Assembly** in a self-
215 addressed envelope included with the ballot. The return envelope shall
216 have a space for the voting member's program and signature.
- 217 Section 8. **Assembly** members may each vote for three nominees. Ties shall be
218 broken by lot.
- 219 Section 9. **Delegates** shall serve for 2 years or until their successor is elected. Term
220 of service shall begin at the first **Delegates'** meeting following the Spring
221 Election.
- 222 Section 10. **Delegates** may serve a maximum of two consecutive terms. A Delegate
223 who has served more than half a term (12 months) shall be considered to
224 have served a full term.
- 225 Section 11. In the event that a **Delegate** resigns or forfeits his/her elected office, the
226 **Delegates** shall then appoint an eligible faculty member to complete the
227 term.

228 ARTICLE VII.
229 ELECTION OF OFFICERS

- 230
- 231 Section 1. Officers shall serve for one year or until their successors are elected.
232 Term of office shall begin at the close of the meeting at which they are
233 elected. President-Elect shall become President for the next term.
234 **Delegates** with a year or less remaining in their current term are not
235 eligible for election to President-Elect.
- 236 Section 2. No Delegate shall hold more than one office simultaneously and no
237 Delegate shall be eligible to serve more than two consecutive terms in the
238 same office. The President may not be re-elected.
- 239 Section 3. **Delegates** shall fill vacancies in the offices of Vice-President, and
240 Secretary through elections as specified in Article VII, Section 1. If the
241 Presidency is vacated, the Vice-President shall assume the duties of the
242 office of President.

243 ARTICLE VIII.
244 PARLIAMENTARY AUTHORITY

245 Section 1. The rules contained in the latest edition of Robert's Rules of Order shall
246 govern the **Assembly** in all cases unless they conflict with these Bylaws
247 or any special rules of order the **Assembly** shall adopt.

248 ARTICLE IX.
249 AMENDMENT OF BYLAWS

250 Section 1. The Bylaws may be amended by a two-thirds majority vote of the total
251 votes cast by the membership of the **Assembly**. Voting shall be by
252 written ballot. The amendment must be submitted in writing for discussion
253 at the previous regular meeting of the **Delegates** and approved by the
254 **Delegates** before being submitted to the **Assembly** for a vote.

255 Section 2. The Committee Addendum to Bylaws, and any other addenda to these
256 Bylaws, can be modified by consensus of the **Delegates**.

June 20, 2001.

Name changed from Louisiana State University Medical Center to Louisiana State University Health Sciences Center-November 1999.

Revisions to these bylaws were made by the Ad Committee for Faculty Assembly Bylaws Revision–New Orleans. Committee members were Lawrence Broussard, Aloma Lykes and Sarintha Stricklin.