BYLAWS OF THE NEW ORLEANS FACULTY ASSEMBLY

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

Objectives and purposes of the Faculty Assembly are:
1. review, make recommendations for change, and support the overall goals and policies of the School of Allied Health Professions in New Orleans and the Health Sciences Center;
2. provide a forum for expression of faculty needs and concerns among the School of Allied Health Programs and with the Health Sciences Center Faculty;
3. assist administration and faculty by counsel and suggestion in planning;
4. foster communication between the School of Allied Health Professions in New Orleans faculty and faculties of other schools within the Health Sciences Center and the administrations of the School of Allied Health Sciences and the Health Sciences Center;
5. initiate and conduct activities that will foster the continuation and development of Allied Health programs; improve the quality of their services and contribute to the general well-being of the faculty;
6. declare and support the principle of academic freedom for all faculty.

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

ARTICLE I.
MEMBERSHIP OF THE FACULTY ASSEMBLY

Section 1. The name of the organization shall be the Faculty Assembly of the School of Allied Health Professions in New Orleans. The term Assembly shall refer to the Faculty Assembly of the School of Allied Health Professions in New Orleans (N.O.). The term Faculty shall refer to the members of the
academic staff holding the rank of Professor, Professor of Clinical *, Associate Professor, Associate Professor of Clinical *, Assistant Professor, Assistant Professor of Clinical * or Instructor and whose performance is evaluated by the Promotions and Tenure Committee of the School of Allied Health Professions. Adjunct and gratis faculty are not eligible for membership in the Assembly. The term Delegate shall refer to the members of the Assembly elected as representatives. All meetings of the Assembly and meetings of the Delegates are open to all faculty, including adjunct and gratis faculty, and administrators. Only members of the Assembly are eligible to vote.

ARTICLE II.
NATURE AND FUNCTION OF THE ASSEMBLY, DELEGATES AND OFFICERS

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

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

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

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

Duties of the President will be:

direct the Delegates to meet;
attend all scheduled meetings of Delegates on their respective campus and any other called meetings;
appoint a parliamentarian;
preserve order and decorum;
announce the business before the Delegates and the Assembly;
authenticate, by signature when necessary, all acts, orders, and proceedings of the Assembly;
decide all questions of order;
represent and stand for the Assembly;
serve as a liaison with the Administration of the School of Allied Health Professions and/or Health Sciences Center;
serve as the Assembly representative on the Administrative Council and Executive Committee/Deans’ Advisory Committee of the School of Allied Health Professions in New Orleans;
maintain regular communication with the President and Executive Committee of the Shreveport Faculty Assembly;
charter faculty committees with the Dean of the School of Allied Health Professions in New Orleans;
maintain regular communication with faculty committees;

Duties of the Vice-President will be:
- attend all scheduled meetings of Delegates and Executive Committee and any other called meeting;
- preside over the meeting of the Delegates, the Assembly and fulfill other duties of the President in the absence of the President;

Duties of the Secretary will be:
- attend all meetings;
- keep a record of all proceedings;
- read the minutes of the meetings;
- distribute minutes of Delegates’ Meetings to all faculty;
- prepare a list of eligible members before each election;
- maintain a roster of members of the Assembly;
- circulate the agenda for meetings prior to the meeting;
- insure that the agenda is posted in areas available to the faculty;
- perform other duties assigned by the President;
- prepare an annual report prior to the election meeting of Delegates’ activities, recommendations and findings which shall be available to all Assembly members and shall be forwarded to the Dean’s office for archival. This report will include a listing of the Delegates and the names of individuals elected to begin 3-year terms of service.

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

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

Section 7. A Delegate shall forfeit his/her elected office if absent from three regularly scheduled meetings within one year without notification to the Secretary of the Delegates of the Assembly. A Delegate may arrange for another delegate to vote by proxy when he/she will be absent. The Secretary shall give written notification to the Delegate stating that absence from the next regularly scheduled meeting will result in forfeiture of elected office.
Recommendations of the Delegates shall be submitted to the Assembly for review and approval. The Assembly by two-thirds vote of those voting by written ballot may modify, overrule, or change any action taken by the Delegates provided that each member of the Assembly has been given at least two weeks prior notification in writing.

ARTICLE III.
EXECUTIVE COMMITTEE

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

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

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

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

ARTICLE IV.
COMMITTEES

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

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

ARTICLE V.
MEETINGS OF THE DELEGATES AND OF THE ASSEMBLY

Section 1. Regular meetings of the Delegates shall be held monthly unless otherwise requested or altered by the President, the Executive
Committee, or by a majority of the Delegates. Meetings shall be attended by all Delegates. Meetings of the Delegates shall be open to all members of the faculty.

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

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

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

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

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

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

ARTICLE VI.

ELECTION OF THE DELEGATES OF THE ASSEMBLY

Section 1. The Assembly shall elect 6 Delegates.

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

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

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

Section 5. Nomination of Delegates shall be held annually in the spring. Each member of the Assembly will receive a nomination ballot and may nominate one person. The place and deadline date for return of the nomination shall be stated on the ballot and shall not be more than two weeks following mailing of the ballot. Nominations received after the stated deadline shall not be considered unless there are not enough nominees to fill vacant positions. The nomination ballot must be signed by the member of the Assembly making the nomination.
Section 6. Each nominated member shall be notified within one week after the close of nominations. The number of nominees on the ballot shall be limited to the first nine who submit the acceptance of the nomination in writing.

Section 7. Election of Delegates shall be held after the spring meeting. Each member of the Assembly will receive a ballot. The ballot shall list, in alphabetical order, names of the nominees. The deadline for return of the election ballot shall be stated on the ballot and shall not be more than two weeks following mailing of ballots. Late ballots will be considered invalid. The ballot shall be returned to Secretary of the Assembly in a self-addressed envelope included with the ballot. The return envelope shall have a space for the voting member’s program and signature.

Section 8. Assembly members may each vote for three nominees. Ties shall be broken by lot.

Section 9. Delegates shall serve for 2 years or until their successor is elected. Term of service shall begin at the first Delegates’ meeting following the Spring Election.

Section 10. Delegates may serve a maximum of two consecutive terms. A Delegate who has served more than half a term (12 months) shall be considered to have served a full term.

Section 11. In the event that a Delegate resigns or forfeits his/her elected office, the Delegates shall then appoint an eligible faculty member to complete the term.

ARTICLE VII.
ELECTION OF OFFICERS

Section 1. Officers shall serve for one year or until their successors are elected. Term of office shall begin at the close of the meeting at which they are elected. President-Elect shall become President for the next term. Delegates with a year or less remaining in their current term are not eligible for election to President-Elect.

Section 2. No Delegate shall hold more than one office simultaneously and no Delegate shall be eligible to serve more than two consecutive terms in the same office. The President may not be re-elected.

Section 3. Delegates shall fill vacancies in the offices of Vice-President, and Secretary through elections as specified in Article VII, Section 1. If the Presidency is vacated, the Vice-President shall assume the duties of the office of President.
ARTICLE VIII.
PARLIAMENTARY AUTHORITY

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

ARTICLE IX.
AMENDMENT OF BYLAWS

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

Section 2. The Committee Addendum to Bylaws, and any other addenda to these 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 Sarimtha Stricklin.