

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **LEGISLATIVE ASSEMBLY**

Policy #: **1.1**

General

In accordance with rules and regulations of the Board of Trustees of the University of Arkansas (1975), the “constituency” of the UAPB campus is responsible for the determination of educational guidelines and policies for campus affairs. This responsibility is exercised by the Legislative Assembly, hereafter referred to as the Assembly; by the elected representatives of the Assembly, hereafter called the Senate; and by standing committees composed of members of the Assembly, selected staff personnel, and selected students.

Authority

- a. The Assembly, under the Board of Trustees, is the ruling legislative body on all educational policies and programs of the UAPB campus and acts in an advisory capacity to the Chancellor on matters of faculty concern. Among other matters, legislative responsibility includes the following areas:
 - 1) Admission requirements
 - 2) Curriculum and courses
 - 3) Degrees and requirements for degrees
 - 4) Calendar and schedule
 - 5) Award of honors and honorary degrees
 - 6) Student affairs
 - 7) Interpretation of its own legislation
- b. The Assembly has the authority to make recommendations to the Chancellor, President and Board of Trustees of the University of Arkansas System, on any matter of general faculty or campus-wide concern, including such matters as appointment, promotion, tenure, dismissal, and non-reappointment. Through the Chancellor, actions on any matter under this paragraph are reported to the President and, when requested by the Assembly or Senate or considered necessary or desirable by the President, through the President to the Board of Trustees.
- c. Legislative action of the Assembly becomes effective at the end of fourteen days unless vetoed by the Chancellor. If differences cannot be resolved, the Assembly may, by a three-fifths vote of those present and voting, appeal these differences to the President of the University for mediation.
- d. Though the Senate exercises general legislative powers, the Assembly retains the power of initiative and referendum.

Membership

The voting membership consists of all faculty members holding half-time or greater appointments and the following:

- a. All persons classified as administrators. An administrator is defined as any person who is in charge of, or functionally responsible for a campus service or office.
- b. Three representatives from the UAPB organization of secretaries to be elected by that organization.
- c. Twenty-five students to be selected by the Student Senate.

Officers

- a. The officers of the Assembly with duties customary to such offices are chairman, vice chairman, and parliamentarian.
- b. The chairman and vice-president of the Senate will also serve as president and vice president of the Senate.

Elections

- a. Election of these offices will be held in April of each year. Officers will take office July 1 for a term of one year.
- b. A nominating committee, appointed by the chairman, will propose nominees to be included on the ballot. Nominations will also be accepted from the floor.
- c. A simple majority of the Assembly members present is required for the election of officers provided a quorum (simple majority) is present.
- d. In addition to the chairman and vice chairman, seven senators at large will be nominated by the committee and elected by the Assembly to serve a one-year term in the Senate. The senators-at-large will take office on July 1.
- e. The 25 student representatives to the Assembly will be elected by the Student Senate at a meeting to be held in September. These representatives will be elected from the student body as a whole. The names and addresses of those elected will be submitted to the chairman of the Assembly not later than October 1, at which time they will take office.
- f. The four student representatives in the UAPB Senate will be elected from the 25 student Assembly representatives by the Student Senate at a meeting to be held in September.

Meetings

- a. The Assembly will meet at least once each semester—in October and in April—to conduct business. Additional meetings may be called by the chairman at the petition of 35 members of the voting membership or at the request of the Chancellor, to address emergency business, such as the presentation of nominees for degrees.
- b. Agenda and notification of the meeting will be published no less than seven days prior to the meeting date. This requirement may be abrogated for emergency-called-meetings. Minutes of Assembly meetings will be turned over to the President of the Senate for prompt publication and distribution following the procedures for Senate minutes.

- c. A simply majority of the voting membership of the Assembly will constitute a quorum.
- d. The secretary of the Senate is also the secretary of the Assembly and is responsible for the submission of minutes to the chairman. Publication and distribution will follow the procedure specified in section for Senate minutes.

Resource(s): Board Policy 1510.1
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