

CONSTITUTION OF THE UNIVERSITY ASSEMBLY OF THE UNIVERSITY OF ARKANSAS  
AT LITTLE ROCK

PREAMBLE

IN ADOPTING THIS POLICY FOR THE CONSTITUTION OF THE UNIVERSITY ASSEMBLY OF THE UNIVERSITY OF ARKANSAS AT LITTLE ROCK, THE BOARD OF TRUSTEES, ON ITS OWN MOTION, MAY AT ANY TIME REVIEW, AMEND, REVISE, OVERRULE OR AFFIRM ANY MATTER, POLICY, RESOLUTION OR LEGISLATION THAT MAY BE ADOPTED BY ANY GROUP REFERRED TO HEREINAFTER.

Composition of the Assembly

The University Assembly shall be composed of the President of the University of Arkansas and the following UALR personnel: the Chancellor; the Vice Chancellors; Academic Deans; Directors; professional Librarians with academic rank; Counselors; members of the Staff Services Committee; the Registrar; one student for every four hundred students enrolled in the fall term of each academic year, selected by the Student Government Association to be broadly representative of the various student groups; and persons holding full-time appointments with rank as follows: Distinguished Professors, Professors, Associate Professors, Assistant Professors, and Instructors. Professors emeriti, persons with adjunct or visiting academic rank, lecturers, part-time faculty members, and graduate assistants shall have voice but not vote in the Assembly. However, any individual, whether faculty member or administrator, who had the right to vote at UALR faculty meetings as of September 15, 1970, shall be eligible for voting membership in the Assembly as long as he or she remains on full-time appointment at UALR, regardless of other provisions of this paragraph.

Questions concerning Assembly membership shall be resolved by the Assembly itself.

Functions of the Assembly

Within the framework of such governmental principles as are officially established for the University of Arkansas multicampus system, the UALR Assembly shall be, under the Board of Trustees, the ruling legislative body on educational policies and programs on this campus. It also shall act in an advisory capacity to the Chancellor on other matters of concern to UALR.

The areas of its legislative authority shall include but are not limited to the following:

1. Admission requirements
2. Curriculum and courses
3. Degrees and requirements for degrees
4. Calendar and schedules
5. Awards of honors and honorary degrees
6. Interpretation of its own legislation

In addition to its legislative authority and all actions taken under this authority, the UALR Assembly shall make comments and recommendations on matters of multicampus concern, directing them to the Chancellor and, through the Chancellor, to the President or other appropriate system-wide University authority. Similarly, the UALR Assembly shall make comments and recommendations on matters of UALR concern, directing them either to the Chancellor alone or to both the Chancellor and the President of the University of Arkansas, to be submitted by the President to the Board of Trustees.

The Chancellor may veto any action of the UALR Assembly within two weeks from the time when a record of the action has been presented to him/her. By a three-fifths vote of those present and voting, provided that a quorum is present, the UALR Assembly may override the Chancellor's veto; such overriding action will, unless the Chancellor withdraws his/her objection, appeal the matter to the President of the University for mediation. If settlement is not achieved within thirty days, the President shall submit the issue to the Board of Trustees for resolution.

#### Meetings of the Assembly

Meetings of the Assembly, except when concerned with personnel matters, shall be open to all represented persons; the President of the Assembly may, however, either extend or withhold floor privileges to those persons who are not members of the Assembly.

The Assembly shall meet on call by the President of the Assembly at least four times between August and May of the academic year. It may also be convened on the initiative of the Chancellor. In addition, the Assembly will meet on formal petition to the President of the Assembly by any ten members of the Assembly; such meeting shall be held within fifteen calendar days of the presentation of the petition. At any meeting the President shall preside; or in the absence of the President, the Vice President; or in the absence of both, the President's designee.

The Executive Committee (see below) shall compile the agenda and distribute it to all members of the Assembly through the campus mail not later than five school days before the time of the meeting. A petition to the Executive Committee for the inclusion of any item of business, if bearing the names of five percent or more of the members of the Assembly and if submitted not later than one week before the deadline for distribution of the agenda, shall require that that item of business be included on the agenda.

At any meeting, the Assembly shall take no final action on any business that is not on the agenda for that meeting unless four-fifths of the Assembly members present shall consent and provided that a quorum is present.

If a meeting of the Assembly is called during the summer, during a vacation, or at any time when classes are not in regular session, notification of the meeting, together with a copy of the agenda, shall be mailed to the home of each member at least seven calendar days prior to the meeting.

Twenty-five percent of the Assembly membership shall constitute a quorum.

Except where specified otherwise in this constitution, matters placed before the Assembly for a vote shall be decided by a majority vote of those present and voting. Voting shall ordinarily be by voice (except in Assembly elections), but in cases of doubt any member may request a hand-count vote. Other methods of voting may be required by twenty-five percent of the members present. There is no provision for proxy or cumulative voting.

Unless otherwise noted in this constitution, all meetings of the Assembly shall be governed by parliamentary procedures as set out in the most recent edition of Robert's Rules of Order.

### Officers of the Assembly

Officers of the Assembly shall be the President, the Vice President, the Secretary, and the Parliamentarian. The President, Secretary, and Parliamentarian shall be elected by the Assembly for two-year terms, with the terms of the President and the Secretary beginning concurrently and the term of the Parliamentarian beginning a year later. (See "Elections of the Assembly," below.) The Vice President shall be appointed annually by the Chancellor.

The President shall preside at meetings of the Assembly and of the Executive Committee and also shall discharge the responsibilities specified elsewhere in this Constitution.

The Vice President shall be the presiding officer at Assembly meetings in the absence of the President. The Vice President also shall serve as Vice President of the Executive Committee. The Vice President also shall be responsible for the collection of agenda items and the duplication and distribution to Assembly members of the agenda and of the minutes of the Assembly meetings. In addition, the Vice President shall make the minutes available for inspection to all University faculty, staff, and students.

The Secretary shall be responsible for promptly preparing the minutes of each Assembly meeting and for submitting the minutes to the Vice President for duplication and distribution. The Secretary also shall serve as Secretary of the Executive Committee. The Secretary also shall collect papers and documents concerned with Assembly matters and transfer them to the UALR Archives, or equivalent place, at the end of each academic year.

The Parliamentarian shall advise the officers and members of the Assembly on questions of procedure in order that the business of the Assembly be transacted correctly, efficiently, and impartially. The Parliamentarian also shall serve as Parliamentarian of the Executive Committee.

Persons newly elected or appointed as officers of the Assembly shall assume their offices immediately after the meeting at which they are elected, except that the out-going Vice President and Secretary remain responsible for their duties in connection with the minutes of that election meeting.

### Executive Committee of the Assembly

The current officers of the Assembly, the immediate past President of the Assembly, the Chairperson of the Staff Services Committee or that chairperson's designee, the President of the Student Government Association or that President's designee, constitute the Executive Committee of the Assembly.

The Executive Committee shall prepare the agenda, as provided under "Meetings of the Assembly." Subject to challenge on the floor of the Assembly and in order to clarify the effect of Assembly motions, the Executive Committee shall label Assembly agenda items in such manner as to indicate whether they are advisory in effect or authoritative unless vetoed by the Chancellor. Subject to challenge on the floor of the Assembly, the Executive Committee may refer proposals for agenda items to an appropriate council or standing committee of the Assembly; in the event of such referral, the body receiving the item shall report to the Assembly what action it has taken in regard to the referred item. Also subject to challenge on the floor of the Assembly, the Executive Committee shall interpret Assembly provisions on credentials and elections.

### Elections of the Assembly

Each year during the spring the Assembly shall hold an election to fill the posts of those elective Assembly officers whose terms of office are about to expire. Prior to the election meeting the Committee on Committees shall prepare a slate of one or more nominees for each office. Their names shall be listed on the agenda for the election meeting. Nominations may be made from the floor, provided the approval of the person to be nominated is secured. In the event no nominee receives a majority of the votes cast for an office, a run-off will be held immediately between the two nominees receiving the most votes. Voting shall be by secret ballot and there shall be no provision for cumulative voting or for proxy voting.

### Councils and Committees of the Assembly

Assisting the Assembly to exercise its responsibilities judiciously and efficiently shall be the Policy Advisory Council and the Graduate and Undergraduate Councils, as well as the elected and appointed standing committees of the Assembly. In addition, the Chancellor or the President of the Assembly may appoint ad hoc committees to study special problems. The Policy Advisory Council shall report to the Chancellor; the Graduate Council, the Undergraduate Council, and all standing committees shall report to the Assembly; and the ad hoc committees shall report to their appointing officers.

Individual members of the Assembly, other University personnel (staff or students), and departmental or divisional faculties are invited to submit recommendations to these councils and committees.

Academic units devoted primarily to graduate or professional education may be granted substantial autonomy in regard to their curriculum and admission and degree requirements, consistent with the responsibilities of Assembly bodies such as the Graduate Council and the Undergraduate Council to assure that the educational programs of each academic unit of UALR shall serve the larger interests and purposes shared by all academic units of UALR.

## A. Councils

### 1. Policy Advisory Council

This council shall advise the Chancellor on academic and administrative policies of the University. In the interim between Assembly meetings, it shall stand available for consultation on matters deemed pressing by either the Chancellor or the council itself. Any formal recommendation made by the council to the Chancellor shall be reported to the Assembly.

At its organizational meeting each year the Council shall elect a chairperson and establish a schedule of meetings agreeable to the Chancellor and the Council. It also shall meet upon call of either the Chancellor or its chairperson. The Council shall consist of the elected officers of the Assembly, the chairperson of the Staff Services Committee or that chairperson's designee, the chairpersons of elected standing councils and committees of the Assembly, the president of the Student Government Association or that president's designee, and two additional members of the Assembly appointed by the President of the Assembly.

### 2. Graduate Council

On behalf of the Assembly, and subject to the authority of the Assembly, the UALR Graduate Council shall review and recommend approval or disapproval of new graduate courses, programs, and degrees, and consider other matters relating to graduate work at UALR. This council shall report all of its actions promptly to the Assembly, normally through the Campus Bulletin.

In reviewing proposals, the council shall consider the current policies and criteria of the University of Arkansas at Little Rock and those of the University of Arkansas system and the Board of Higher Education.

Proposals for graduate programs and courses which originate with department faculties shall be routed to division curriculum committees, to division faculties, to the Graduate Council. In academic units not organized into such departments and divisions, routing shall be according to analogous process certified to the Graduate Council by the Vice Chancellor for Academic Affairs. Recommendations of the Graduate Council are routed to the Vice Chancellor for Academic Affairs, to the Chancellor, and for new degree programs, to the President, the Board of Trustees, and the Board of Higher Education.

The Graduate Council shall be composed of one representative qualified for graduate faculty status, from each division and school, to be elected by the faculty of that unit, and to graduate students appointed by the Chancellor for one-year terms from nominees

supplied by the Student Government Association. Elected representatives shall serve staggered two-year terms. The Associate Vice Chancellor for Graduate Programs and Research shall be an ex-officio member without vote. The Director of the Library or the director's designee also shall be an ex-officio member without vote. The council shall elect its own chairperson for a one-year term.

### 3. Undergraduate Council

On behalf of the Assembly, and subject to the authority of the Assembly, the UALR Undergraduate Council shall review, interpret, and recommend changes in all general undergraduate academic policies; it shall recommend approval or disapproval of curriculum proposals and new degree programs. The council shall report all of its actions promptly to the Assembly, normally through the Campus Bulletin.

In reviewing curriculum matters, the council shall consider current policies and criteria of the University of Arkansas at Little Rock and those of the University of Arkansas system and the Board of Higher Education.

Proposals in curriculum matters which originate with department faculties shall be routed to division curriculum committees, to division faculties, to the Undergraduate Council. In academic units not organized into such departments and divisions, routing shall be according to analogous process certified to the Undergraduate Council by the Vice Chancellor for Academic Affairs. Recommendations of the Undergraduate Council shall be routed to the Vice Chancellor for Academic Affairs, to the Chancellor, and for new degree programs, to the President, the Board of Trustees, and the Board of Higher Education.

The Undergraduate Council shall be composed of one representative from each division and school elected by the faculty of those units, and three undergraduate students appointed by the Chancellor for one-year terms from nominees supplied by the Student Government Association. The elected representatives shall serve staggered two-year terms. The Associate Vice Chancellor for Undergraduate and Innovative Programs shall be an ex-officio member without vote. The Director of the Library or the Director's designee also shall be an ex-officio member without vote. The council shall elect its own chairperson for a one-year term.

### DEPARTMENT MEETINGS

Departments shall hold meetings at least once each semester of the nine-month academic year for the purpose of discussing and acting upon departmental affairs. Additional meetings shall be held on call by the chairperson of the department or on petition by one-fourth or more of the full-time department faculty. The faculty of each department may develop its own policies and procedures for conducting business provided they are not in conflict with provisions outlined in this Faculty Handbook.

## AMENDMENTS

Amendments to this Constitution of the University Assembly shall require an affirmative vote at two consecutive Assembly meetings of two-thirds of the Assembly members present, provided that a quorum is also present. Proposed amendments must be considered during the regular nine-months academic year. No final vote shall be taken on a proposed amendment until it has been submitted to the Executive Committee and published as a part of the agenda for two consecutive Assembly meetings, except that provisions concerning the composition of Assembly councils and committees shall be amended by action of one Assembly meeting, in accordance with the above procedures.

## BY-LAWS OF THE UNIVERSITY ASSEMBLY

The by-laws of the Assembly shall be subject to amendment by majority vote of those present and voting at one Assembly meeting, provided a quorum is present.

1. Each council and standing committee of the Assembly shall elect its own chairperson annually. No one shall serve concurrently as chairperson of two such bodies.
2. Normally, the membership of appointed standing committees shall be rotated, with one Assembly member, usually the senior member of the committee in time of service on that committee, being replaced each year. In order to provide an equitable distribution among Assembly members, an individual usually will not have more than two committee memberships in a single year.
3. In the event of a vacancy in a position on an elected standing committee, the vacancy shall be filled from a list of alternates maintained by the Secretary of the Assembly, composed of those other Assembly members who were nominated and voted upon for positions on the committee during its last election, with these alternates taken in rank order, beginning with the first runner-up. In the event of a vacancy in a position on an appointed standing committee, the vacancy shall be filled from a list of alternates maintained by the Committee on Committees.
4. Unless specified otherwise, councils and standing committees shall be expected to hold an organizational meeting in the first month of the academic year. Special meetings shall be held upon call of the chairperson or a majority of the committee, or at the request of the President of the Assembly or the Chancellor.
5. If in a campus-wide balloting there is a tie vote for a position on an elected committee, the Secretary of the Assembly shall determine the winner by lot.
6. Each committee shall send one copy of the minutes of each committee meeting to the Secretary of the Assembly and another copy to the President of the Assembly, and shall

provide regular or special reports to the Assembly at its own initiative or at the request of the President of the Assembly.

7. In the event that the position of chairperson of a council or standing committee becomes vacant, the President of the Assembly shall designate an interim chairperson from among the remaining members until the committee elects a new one.

January 19, 1996 (Revised)

May 7, 1976