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PUBLIC NOTICE

EXECUTIVE COMMITTEE TO REVIEW THE DEATH OF CHILDREN — BYLAW SUBCOMMITTEE MEETING —

DATE:	Tuesday, September 27, 2005	LOCATION:	Division of Child and Family Services (DCFS) Mountain Springs Conference Room 711 E Fifth Street Carson City, NV 89701
TIME:	10:30 am to 11:30 am (or until adjourned)		
CONTACT:	Andrew Zeiser at 775.786.1328		

Estimated Time:

AGENDA

- | | | |
|------------------------|----|---|
| 10:30 am –
10:35 am | 1. | Call to order, roll call |
| 10:35 am –
11:00 am | 2. | * Review and discuss sample bylaws from Nevada Institute for Children's Research and Policy (NICRP)
– Denise Tanata |
| 11:00 am –
11:15 am | 3. | * Approve revisions to bylaw language for submission of draft to Executive Committee for review at
October 17, 2005, meeting <ul style="list-style-type: none">This item may be tabled if the subcommittee determines that another meeting is required to
finalize draft bylaw content |
| 11:15 am –
11:30 am | 4. | Public comment (Discussion only: Action may not be taken on any matter brought up under this agenda
item until scheduled on an agenda for action at a later meeting.) |
| | 5. | Set date and topics for follow-up subcommittee meeting <ul style="list-style-type: none">An additional date will be set only if the subcommittee determines that another meeting is
required to finalize bylaw content |
| | 6. | * Adjournment |

* *Denotes set or possible action items*

This notice and agenda has been posted at or before 9:00 am on the third working day before the meeting at the following locations:

Bureau of Indian Affairs

1677 Hot Springs Road, Carson City, NV

Clark County Department of Family & Youth Services

601 N Pecos, Las Vegas, NV

State of Nevada – Department of Human Resources

Kinkead Building, Room 600
505 E King Street, Carson City, NV

State of Nevada – Division of Child and Family Services

6171 W Charleston Blvd., Las Vegas, NV

**State of Nevada – Division of Child and Family Services
Nevada Youth Training Center (NYTC)**

100 Youth Center Drive, Elko, NV

United Way of Southern Nevada

1660 E Flamingo Road, Las Vegas, NV

Washoe County Library – South Valleys

15650A Wedge Parkway Reno, NV

Children’s Cabinet

1090 S Rock Blvd., Reno, NV

Legislative Counsel Bureau

401 S Carson Street, Carson City, NV

State of Nevada – Division of Child and Family Services

711 East 5th Street, Carson City, NV

**State of Nevada – Division of Child and Family Services
Information Management Services**

727 Fairview Drive, Suite E, Carson City, NV

**State of Nevada – Division of Child and Family Services
Youth Parole Bureau**

620 Belrose Street, Las Vegas, NV

Washoe County Department of Social Services

1001 E 9th Street, Reno, NV

The Executive Committee is pleased to provide reasonable accommodations for members of the public who are disabled and require special arrangements or assistance at the meeting. If assistance is required, please notify the Administrative Consultant to the Panel by phone or in writing at the following address or number no later than three working days prior to the meeting:

Andrew Zeiser
375 Caliente Street
Reno, NV 89509

775.786.1328

**MENTAL HEALTH PLANNING ADVISORY COUNCIL
BYLAWS**

**ARTICLE I
AUTHORIZATION AND PURPOSE**

Section 1: Authorization

The Nevada State Mental Health Planning Advisory Council is authorized by Executive Order of the Governor. See Exhibit I.

Section 2: Purpose

1. Mission

The Nevada Mental Health Planning Advisory Council will serve as an advocate for chronically mentally ill individuals, severely emotionally disturbed children and youth, and other individuals with mental illnesses or emotional problems.

2. Functions

- 1) The Council shall advise the Division of Mental Health and Developmental Services and the Division of Child and Family Services on the development of the state mental health plan in accordance with Public Law 102-321.
- 2) The Council shall monitor, review, and evaluate, no less than once each year, the allocation and adequacy of mental health services within the state.
- 3) Any recommendations regarding the state plan received by the State must be submitted to the federal government along with the application, whether or not they were incorporated in the plan.

**ARTICLE II
MEMBERSHIP**

Section 1: Appointments

1. The Governor shall appoint twenty-one (21) members to the Nevada Mental Health Planning Advisory Council.

Section 2: Composition

1. Council membership will be composed of residents of the State, including representatives from:
 - 1) The principal state agencies with respect to:
 - Mental Health Services for Children and Adolescents
 - Mental Health Services for Adults
 - Education
 - Housing
 - Vocational Rehabilitation

Criminal Justice
Social Services
Medicaid

- 2) The agency responsible for the development of the plan submitted pursuant to Title XIX (Title XXI after 1995) of the Social Security Act.
 - 3) Public and private entities concerned with the need, planning, operation, funding, and use of mental health services and related support services.
 - 4) Chronically mentally ill individuals who are receiving (or have received) mental health services.
 - 5) The families of such individuals in (4) above.
2. Not less than 50 percent of the members of the Council will be individuals who are not state employees or providers of mental health services.

Section 3:

A member may designate an alternate from the same membership category for any meeting. Alternates may not represent Council members for more than two consecutive meetings. Alternates may not vote by proxy on a Council agenda action item unless specifically instructed to do so by the Council member they represent in writing, submitted to the Chair in advance of the meeting.

ARTICLE III VACANCIES

Section 1: Absences

Two absences from regularly scheduled meetings within a calendar year without sufficient or overriding reason will be considered unexcused absences and may constitute grounds for removal from membership. At each regularly scheduled meeting, absences will be noted and indications of excused or unexcused will be noted. The Chair will determine if the absences are excused or unexcused at the time of the next scheduled meeting. An excused absence includes, but is not limited to, an unexpected occurrence or emergency with health, family, or employment that would prevent the member from attending the meeting. An unexcused absence includes, but is not limited to, lack of communication (no contact) with the MHPAC Chair, Vice Chair, or Administrative Assistant. Unless an absence is the result of an emergency or unexpected occurrence, members who cannot attend a regularly scheduled meeting must give written prior notice (letter, memo, or e-mail) to the MHPAC Chair, Vice Chair, or Administrative Assistant within 48 hours prior to the meeting. Failure to do so will result in an unexcused absence.

Section 2: Removal from Membership

When a member has a third (3rd) unexcused absence within a calendar year, the Chair will send a notification letter to the member that the Council intends to take action at the next scheduled meeting.

At that meeting, the member will have an opportunity to refute the action or the Council will proceed with the removal process. The removal process shall be a simple majority vote to recommend the removal to the Governor for action.

Section 3: New Appointments

Council vacancies are customarily filled by the following process:

1. The Administrative Assistant to the Council shall maintain an active and secure file of interested applicants from which to draw in the event of Council vacancies.
2. Applications on file and newly received applications shall be reviewed based on Council composition requirements to establish candidates for open positions.
3. A Nominating Committee established by the Council shall nominate candidates from the pool of applicants.
4. A majority vote by the Council shall determine recommended candidates for appointment by the Governor.
5. Appointment is official when the Governor of the State of Nevada or his or her designee approves recommended candidates and issues Certificates of Appointment.
6. The Council shall not discriminate in any regard with respect to age, race, creed, color, sex, sexual orientation, marital status, religion, national origin, ancestry, pregnancy, parenthood, custody of a minor child, physical disability, or mental disability.

ARTICLE IV REIMBURSEMENT

Section 1: Travel and Per Diem

Reimbursement for travel and per diem costs at State rates shall be processed by the Administrative Assistant to the Council and taken from the administrative portion of the Community Mental Health Services Block Grant allocated to the State of Nevada.

Section 2: Stipends

Members who are not employed by the government and do not receive compensation for their participation in meetings as part of their regular employment shall be given a stipend in the amount of \$80 per day for each regularly scheduled meeting of the Council. Stipends will also be provided to members of the Council who meet as part of a subcommittee of the Council, attend conferences and other mental health related activities, or represent the Council at the direction of the Chair. Stipends for these activities shall be paid in the amount of \$80 per day for full-day activities and \$40 per day for half-day activities. The reimbursements for stipends shall be processed by the Administrative Assistant to the Council and taken from the administrative portion of the Community Mental Health Services Block Grant allocated to the State of Nevada.

ARTICLE V MEETINGS

Section 1: Frequency of Meetings

The Nevada Mental Health Planning Advisory Council shall meet at least four times per year. Special meetings of the Council may be called at any time by the Chair, Executive Committee, or by a quorum of Council members.

Section 2: Open Meetings

All meetings of the Council shall comply with the requirements of the State of Nevada Open Meeting Law. A Public Comment item shall be included on each agenda to allow members of the public to address the Council.

ARTICLE VI OFFICERS OF THE COUNCIL

Section 1: Officers

The members of the Council shall elect a Chair and a Vice Chair. The immediate past Chair shall be considered an officer of the Council and a member of the Executive Committee.

Section 2: Terms of Office

Terms of office shall be two (2) years. Each officer shall serve until the election of a successor.

Section 3: Officer Nominations and Elections

Elections for Council offices shall be held at the first regularly scheduled meeting falling on or after October 1 at the end of the current officers' two year term. A Nominating Committee established by the Council shall nominate candidates for open office positions, or Council members may make nominations from the floor. Each office shall be voted upon separately. If more than two nominees are selected for a single office, the lowest vote recipient shall be eliminated during each round of voting necessary until only two nominees remain. Nominees for offices who receive a majority vote for the office available shall be declared elected to that office, effective the next regularly scheduled meeting of the Council.

Section 4: Executive Committee

The Council shall have an Executive Committee comprised of the Chair, Vice Chair, and Past Chair. The Executive Committee shall be authorized by the Council to make decisions concerning the affairs of the Council in the interim between regularly called meetings. Actions taken by the Executive Committee must be reported to all members of the Council at the next regularly called meeting.

Section 5: Vacancies in Office

Any vacancies in office during an unexpired term shall be filled by an election of the Council and the elected person shall hold office for the remainder of the unexpired term of office.

Section 6: Duties of the Chair

1. To preside at all meetings of the Council.

2. In consultation with the Administrative Assistant to the Council to determine the agenda.

Section 7: Duties of the Vice Chair

1. The Vice Chair shall preside at Council meetings in the absence of the Chair.

Section 8: Secretary

The Administrative Assistant to the Council shall act as secretary to the Council.

ARTICLE VII
COMMITTEES

Section 1: Appointments of all Permanent and Ad Hoc Committees

Except for the Nominating Committee and the Executive Committee, the Chair, in consultation with the Council, shall appoint all chairs and members of all committees established by the Council. The Nominating Committee shall be appointed by the Council. The Executive Committee is established as outlined under Article VI, Section 4.

Section 2: Powers

Committees appointed by the Chair or Council shall have power and authority to make decisions only as specifically assigned by a majority of a quorum of the Council at a regularly called meeting of the Council. Committee chairs shall be responsible for keeping minutes of committee meetings and reporting on committee activities to the Council.

Section 3: Removal

The Chair or any member of a committee may be removed by a majority of a quorum of the Council at any regularly called meeting of the Council.

ARTICLE VIII
QUORUM

Section 1: Quorum

A quorum will consist of one-third (1/3) of the members of the Council.

ARTICLE IX
VOTING

Section 1: Quorum Present

Voting shall occur only when a quorum is present. A vote of a majority of those present is required to carry a motion.

Section 2: Conflict of Interest

Members shall abstain from voting on issues that relate to a possible conflict of interest, e.g., funding to a program in which they are a salaried employee or a member of the governing or advisory board. A record of abstentions shall be part of the minutes.

ARTICLE X GRIEVANCES

Section 1: Grievance Rights

Grievances are limited to deviations from or violations of the bylaws established by the Mental Health Planning Advisory Council.

Section 2: Grievance Procedure

1. The grievance process will be fair, impartial, and responsive to all parties.
2. A grievant shall not be discriminated against, nor suffer any retaliation, as a result of filing or participating in the grievance process.
3. A complaint or grievance must be submitted to the Executive Committee, which will serve as the Grievance Committee, within 30 days of the date the alleged episode causing the grievance became known.
4. The Executive Committee shall address grievances for the Council, including making a formal recommendation regarding the grievance. In the event the grievant does not agree with the Executive Committee's final decision, the grievant may appeal to the Council as a whole. In such cases, the Executive Committee will bring the formal recommendation before the Council at the next regularly scheduled Council meeting, which will be presented as an agenda item. The Council will then, by majority vote, agree or disagree with the Executive Committee's formal recommendation in determining the final action regarding the grievance. The grievant may attend in person, or if not in person, elect to submit a letter on his or her behalf.
5. Any grievance filed must be submitted on the MHPAC Grievance Form.
6. In lieu of the Executive Committee, the Council shall appoint an ad hoc Grievance Committee only if and when a grievance is filed against:
 - a. The Executive Committee as a whole, or
 - b. An individual member of the Executive Committee.

This ad hoc Grievance Committee will serve in the place of and handle all above-mentioned grievance-related duties otherwise to have been performed by the Executive Committee if the MHPAC determines that the Executive Committee cannot serve as a fair and impartial committee and if item a. or b. is met.

ARTICLE XI AMENDMENTS

Section 1: Amendment or Repeal

The Bylaws may be amended or repealed at any regular meeting of the Council by a majority vote of the quorum, provided that a written notice of proposed change(s) has been submitted to each member at least seven (7) days before said meeting and public notice has been provided at least three (3) days before said meeting.

Proposed amendments shall be received by the Administrative Assistant to the Council and circulated to the members of the Council.

ARTICLE XI
FUNCTIONS NOT SPECIFICALLY COVERED BY THESE BYLAWS

Section 1:

Any necessary functions not specifically covered by these bylaws will be covered by Roberts Rules of Order, Revised.

THESE BYLAWS WERE LAST AMENDED FEBRUARY 5, 2003, AND REMAIN IN EFFECT UNTIL AMENDED OR REPEALED AS PROVIDED IN ARTICLE X.

EXHIBIT I

STATE OF NEVADA
EXECUTIVE CHAMBER
CARSON CITY

AN EXECUTIVE ORDER BY THE GOVERNOR
ESTABLISHING THE
NEVADA STATE MENTAL HEALTH PLANNING ADVISORY COUNCIL

WHEREAS, Nevada citizens with chronic mental illness, and children with severe emotional disturbances deserve humane care and treatment in the most appropriate settings; and

WHEREAS, effective mental health services for all age groups can only be achieved by careful planning; and

WHEREAS, planning for mental health services should involve mental health professionals, consumers, and family members of consumers in order to fully address individual and community needs; NOW THEREFORE, the following Executive Order is hereby issued establishing the Nevada Mental Health Planning Advisory Council to achieve the following mission and to implement the following functions in accordance with the particulars set forth herein.

- I. MISSION: The Nevada Mental Health Planning Advisory Council will serve as an advocate for chronically mentally ill individuals, severely emotionally disturbed children and youth, and other individuals with mental illness or emotional problems.
- II. FUNCTIONS:
 1. The Council shall advise the Division of Mental Health and Developmental Services on the development of the state mental health plan in accordance with Public Law 99-660.
 2. The Council shall monitor, review, and evaluate, no less than once each year, the allocation and adequacy of mental health services within the state.
- III. ADMINISTRATION: The Department of Human Resources will be responsible for ensuring that the Nevada Mental Health Planning Advisory Council carries out its functions in the best interest of mentally ill persons in the State of Nevada. The Department of Human Resources will provide administrative support to the Nevada Mental Health Planning Advisory Council.
- IV. APPOINTMENT OF COMMITTEE MEMBERS: The Governor shall appoint seventeen (17) members to the Nevada Mental Health Planning Advisory Council.
 1. Composition: Council membership will be composed of residents of the state, including representatives of:
 - 1) The principal state agencies with respect to mental health, education, housing, vocational rehabilitation, criminal justice, and social services.
 - 2) The development of the plan submitted pursuant to Title XIX of the Social Security Act.

- 3) Public and private entities concerned with the need, planning, operation, funding and use of mental health services and related support services.
 - 4) Chronically mental ill individuals who are receiving (or have received) mental health services.
 - 5) The families of such individuals.
 - 6) Not less than 50 percent of the members of the Council will be individuals who are not state employees or providers of mental health services.
2. Reimbursement: Members shall be reimbursed for travel and per diem costs, in accordance with state regulations, when attending regularly scheduled meetings of the Nevada Mental Health Planning Advisory Council.
 3. Frequency of Meetings: The Nevada Mental Health Planning Advisory Council shall meet at least annually.

V. SOURCES OF FUNDS:

Public Law 99-660 State Comprehensive Mental Health Service Plan Development Grant.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City this 15th Day of March in the year of our Lord, One Thousand Nine Hundred and Eighty-Nine.

GOVERNOR
By the Governor

Secretary of State

UNIVERSITY OF NEVADA, LAS VEGAS

FACULTY SENATE, PROFESSIONAL STAFF COMMITTEE BYLAWS

Original, approved October 27, 1994

Revised, July 17, 1996

Revised, February 1, 2000

Revised December 12, 2002

Revised September 24, 2003

The Professional Staff Committee serves to communicate professional staff initiatives and concerns, of both a general and unit specific nature to the Faculty Senate; improve general communication and address issues within the professional staff. Committee members assume responsibility of disseminating information of interest to, and soliciting it from, their component units.

1. Structure of the Committee

1.1 The committee will be composed of representatives elected from the following University component units:

President

Administration

Finance

Student Life

Provost

University and Community Relations

1.2 Each professional staff unit will have one representative on the committee for every fifty professional staff positions in the unit or fraction thereof.

1.3 Committee members will be elected for terms of three years. Elections will be held each spring and terms will commence in August.

1.4 Elections can be held anytime during the year to replace a Professional Staff committee member who must resign from any Faculty Senate Committee

1.5 All professional staff senators, professional staff members serving as at large senators and the University Director of Human Resources will be represented as ex-officio, non-voting members.

1.6 The Chair will serve a term of one year and be selected by the Faculty Senate Executive Committee from representatives recommended by the Professional Staff Committee.

A committee member must have served a minimum of one year to be recommended for the Chair position by the committee.

2. Operational Procedures of the Committee

2.1 The Professional Staff Committee will elect a vice-chair at the first meeting of a new session. The vice chair will take the duties of Chair in cases where the Chair will be absent. The vice-chair cannot automatically become the Chair of the Professional Staff Committee. The Chair must be approved by the Faculty Senate Executive Committee.

2.2 Meetings of the committee are [normally] initiated by the Chair of the committee, [or by any member through the Chair. In the absence of the Chair, the committee may organize itself.] In the absence of the Chair, the vice chair may call the meetings. A member of the committee may request a meeting for special circumstances.

2.3 A quorum shall consist of [2/3] one-half of the committee membership

2.4 Any member who fails to attend [three] two meetings without sending a proxy shall be [asked to resign] removed from the committee and a new representative will be elected from that unit.

2.5 Proxies may [not] be counted toward a quorum, [but] and will be counted toward votes.

2.6 A simple majority vote is required for action

2.7 The Chair of the committee will [report] submit attendance and progress reports to the Faculty Senate at the request of the Faculty Senate Executive Committee

3. General Charges of the Committee

3.1 Provide a formal body whose function is to address issues of interest to the professional staff.

3.2 Improve the representation of professional staff issues to the Faculty Senate.

3.3 Improve general communication within the professional staff and university community.

3.4 Disseminate information of interest to the professional staff and communicate the concerns of professional staff to the Faculty Senate.

4. Amendments of the Professional Staff Committee bylaws

4.1 The Professional Staff Committee bylaws may be amended [after approval by 2/3 of the voting members] with a majority vote of the Professional Staff Committee. After approval by the committee, the changes will be sent to the Faculty Senate for approval.

UNIVERSITY OF NEVADA, LAS VEGAS

**SCHOOL OF PUBLIC HEALTH
BYLAWS (DRAFT)**

PART I – GENERAL SCHOOL OF PUBLIC HEALTH BYLAWS

Chapter I: Organization of the School of Public Health (SPH)

1.1 Mission Statement and Purpose of SPH

The mission of the University of Nevada, Las Vegas School of Public Health is to provide quality education, research, service, and leadership to improve the public's health and quality of life and to eliminate health disparities.

The purpose of the School of Public Health is 1) to prepare individuals to become effective health care practitioners, researchers and teachers who will competently identify public health problems and needs, 2) to develop effective strategies to address those needs, and 3) to promote appropriate services to be available for the protection of human health.

1.2 Delegated Authority

The University of Nevada, Las Vegas Bylaws delegate the authority to the School of Public Health faculty to create Bylaws. (UNLV Bylaws, Chapter 1, Section 4.4.2 – Rev. 203 (3/03)).

1.3 Purpose and Structure of School Bylaws

1.3.1 Contents. The Bylaws shall identify the departmental and faculty organization of the SPH; and specify procedures for developing and implementing the policies of the SPH.

1.3.2 Structure. The SPH Bylaws shall consist of the following three parts:

1.3.2.1 Part I – General SPH Bylaws. This part shall consist of all matters governing both the academic and non-academic aspects of the School of Public Health.

1.3.2.2 Part II – Academic Faculty Bylaws. Part II shall consist of all matters related solely to the academic faculty members of the School of Public Health.

1.3.2.3 Part III – Non-academic Faculty Bylaws. Part III shall consist of all matters related solely to the non-academic faculty members of the School of Public Health.

1.3.2 Interpretation. The Joint Bylaws Committee is granted authority to interpret the intent of Part I of the Bylaws. The Academic Bylaws Committee is granted authority to interpret the intent of Part II of the Bylaws. The Non-Academic Bylaws Committee is granted authority to interpret the intent of Part III of the Bylaws. If consensus of the appropriate committee cannot be reached, the respective faculty as a whole will be polled as to intent.

1.3.3 Amendment. An amendment(s) to Part I of the Bylaws may be proposed by any faculty member of the SPH, as defined under Part I, section 1.6 of these Bylaws. The Dean shall add discussion and vote of the proposed amendment to the agenda of the next SPH faculty meeting, as feasible. Proposed amendments shall be circulated 10 working days prior to the SPH meeting in which they will be discussed. Amendments to Parts II and III of these Bylaws shall be governed by the provisions contained in those parts.

1.3.3.1 Faculty Approval. Amendment of Part I of these Bylaws shall require approval of two-thirds of the voting faculty, as defined in Part I, section 1.6 of these Bylaws. Voting is by secret mail ballot. At least two-thirds of the faculty must respond for the vote to be valid. Mailed ballots must be returned in 10 working days. Members of the Joint Bylaws Committee shall serve as tellers. Amendments to Parts II and III of these Bylaws shall be approved according to the guidelines set forth in those Parts.

1.4 Organization of the School of Public Health (SPH)

1.4.1 Departments, Programs and Centers. The SPH consists of the following five units. This list of units is updated annually as a responsibility of the Joint Bylaws Committee.

- Department of Health Promotion
 - The Center for Health Promotion
- Health Care Administration Program
- Environmental Health and Occupational Health Program
- Biostatistics and Epidemiology Program (upon Regent approval)
- Center for Social Research and Policy, including:
 - Nevada Institute for Children's Research & Policy
 - American Indian Research and Education Center
 - Center for Health Disparities Research (upon Regent approval)

1.4.1.1 Formation of new departments, programs or centers. New units within the SPH may be recommended to the Dean by a department, autonomous program or center, a committee of the SPH, or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from the appropriate curriculum committee. Once data and recommendations are available, the faculty of the SPH will hold open discussion and vote as to the establishment of the requested unit. Two-thirds of the faculty quorum must approve the request to achieve a positive recommendation.

1.4.1.2 Splitting, Consolidating, or Eliminating Existing Departments, Programs or Centers. Actions to split, consolidate, or eliminate existing units may be recommended to the Dean by members of the affected unit, or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from the appropriate curriculum committee. Once data and recommendations are available, a written report needs to be presented with open discussion during a SPH faculty meeting. The faculty of the affected unit and the faculty of the SPH will vote. Two-thirds of the faculty must approve the recommendation to split, consolidate or eliminate the unit.

1.4.1.3 Administrative Approval. Recommendations for forming, splitting, consolidating or eliminating units shall be assembled by the Dean. Recommendations of the Dean, as well as those specified in 1.4.1.1 and 1.4.1.2 shall be forwarded to the Provost and the President. Recommendations requiring approval of the Board of Regents shall be forwarded by the appropriate authority.

1.5 Administration of the SPH

1.5.1 Governance Policy. Consistent with Chapter 1, Section 1 of the UNLV Bylaws, which enunciates the delegation of certain authority to faculty by the Board of Regents, the faculty of the SPH serves as the chief organizing and policy recommending body of the SPH. The Dean of the SPH is the chief administrative officer and a university administrator. Department Chairs are academic administrators. (UCCSN Code 1.6.1) (UNLV Bylaws, Chapter 1, Section 4.1.4)

1.5.2 The Dean of the School of Public Health

1.5.2.1 The chief administrative officer shall be the Dean of the SPH.

1.5.2.2 The duties of the Dean of the SPH, acting as the Chief Administrative Officer of the SPH, include, but are not limited to, the following:

- Application and enforcement of SPH policies, procedures and bylaws;
- Personnel selection, management and evaluation;
- Budget preparation and allocation;
- Fiscal oversight;
- Chair SPH faculty meetings and the SPH Executive Committee;
- Provide recommendations for forming, splitting, consolidating or eliminating units within the SPH; and
- Other duties as provided under contract or as deemed appropriate to further the mission and goals of the SPH.

1.5.2.3 Appointment of the Dean

1.5.1.3.1 Appointment of the Dean. In the event of a vacancy the Provost shall convene a recruitment and screening committee which shall consist of six faculty members elected by the SPH faculty in accordance with these bylaws, one Dean from the Academic Council appointed by the Provost (ex-officio and non-voting), one SPH student democratically elected by the CSUN Senate, and any nonvoting members selected by the Provost. (UCCSN Code, Chapter 6, Section 10.5)

1.5.2.3.2 SPH representatives to Administrative Search Committee: Each of the five units of the SPH, as defined in section 1.4.1 of these Bylaws, shall select one person from within the unit to serve on the Search Committee. The sixth faculty member will be elected by the SPH faculty membership as a whole.

1.5.2.3.3 Chair of Search Committee. The search committee will elect a chairperson from the committee membership.

1.5.2.3.4 Interim Dean. While the provisions of 1.5.2.1 are fulfilled, an Interim Dean shall be appointed by the Provost.

1.5.2.3.5 Procedures for Removal from Office. At the formal written request of two-thirds of the full time faculty members within the SPH, removal of the Dean shall be considered by the Provost and the President.

1.5.2.4 Evaluation of the Dean. Pursuant to UNLV Bylaws, “each college and unit shall develop procedures for allowing a periodic assessment of the level of confidence in which the administrator is held by the academic and nonacademic faculty who report directly to that administrator. These comments may include an assessment of the administrator’s performance of assigned duties within the standards of effectiveness and efficiency. This periodic assessment shall be solicited no less than once ever three years, and, when available, it shall be given consideration in the annual evaluation written by the administrator’s supervisor.” (UNLV Bylaws, Chapter 3, Section 14.3)

The evaluation of the Dean of the SPH shall be initiated and conducted by the Executive Committee, exclusive of the Dean, during the last long semester (fall or spring) of the third year of administration. An evaluation of the Dean can also be conducted by the Executive Committee at the request of the Dean or on receipt of a petition signed by at least one-third of the voting faculty of the SPH.

1.5.3 Department Chairs and Program and Center Directors

1.5.3.1 Selection, duties and evaluation of Chairs and Directors will be handled pursuant to Part II and III of these Bylaws and will conform to UNLV Bylaws (Chapter II, Section 10.8) Pursuant to the Bylaws, the term of office of a chairperson shall be three (3) years, with the possibility of renewal.

1.6 Membership of the School

Each faculty member, as defined below, holding no less than a half-time contract in any unit of the SPH shall be considered a voting member of the SPH. Adjunct faculty, per credit faculty (P99) and graduate assistants are ineligible for membership and shall not have a vote in matters of the SPH. Both academic and non-academic faculty may vote on matters related to Part I of these Bylaws which affect the overall structure and governance of the School of Public Health. Only academic faculty may vote on matters related to Part II of these Bylaws which affect only academic faculty. Only non-academic faculty may vote on matters related to Part III of these Bylaws which affect only non-academic faculty. In the event of a dispute, the Dean shall determine which faculty members have voting rights over an issue.

1.7 Faculty Defined.

1.7.1 Academic Faculty. “Authorized professional positions in the colleges, departments and units...who are engaged in teaching, research, or the provision of library services, and those persons specifically identified by the president because of their need for the protection of academic freedom.”(UNLV Bylaws, Chapter 1, Section 4.1.1)

1.7.1.1 Tenured Academic Faculty. “Members of the academic faculty who have been awarded tenure at the University of Nevada, Las Vegas.”
(UNLV Bylaws, Chapter 1, Section 4.1.1.1)

1.7.1.2 Nontenured Academic Faculty. “Members of the academic faculty who are in tenure-track positions but who have not completed their probationary period.” (UNLV Bylaws, Chapter 1, Section 4.1.1.2)

1.7.2 Nonacademic Faculty. “Authorized professional positions...who are engaged primarily in activities supportive of the university’s mission and who may also be affiliated with established academic colleges and/or departments. Nonacademic faculty may also perform such duties as teaching, research, consulting and community service.”
(UNLV Bylaws, Chapter 1, Section 4.1.2)

Chapter II: School of Public Health (SPH) Meeting Policies

- 2.1 Schedule for Meetings.** The [faculty of the](#) SPH shall meet at least once each semester. Meetings shall be scheduled by the Dean during normal working hours, 8:00 a.m. -5:00 p.m., Monday through Friday. Additional meetings may be called as necessary during the academic year. These meetings may be initiated by (a) the Dean or (b) a written request of at least one-third of the SPH faculty. A meeting shall be held no later than 15 working days after the Dean receives the written request.
- 2.2 Notification of Meeting and Agenda.** At least ten working days prior to a meeting, written notice of the meeting with a tentative agenda shall be distributed to the faculty. Notification of a meeting shall constitute notice to individual faculty to submit agenda items. Agenda items shall be submitted to the SPH office at least two days prior to the meeting. A copy of the final agenda shall be distributed at the meeting and/or by email.
- 2.3 Chair of Meetings.** The Dean of the School or a designee of the Dean shall chair the SPH meetings.
- 2.4 Proceedings.** Meetings shall be conducted according to the latest edition of Robert's Rules of Order, except where proceedings conflict with these Bylaws, then the SPH Bylaws shall take precedence. All meetings must conform to the open meeting laws of the State of Nevada.
- 2.5 Quorum.** A quorum shall be established if 51% of the faculty of the SPH is (a) present or submits a written proxy or (b) returns a mailed ballot.
- 2.6 Voting.** Each member of the SPH, [as defined in section 1.6](#), shall have one vote. Decisions shall be made by simple majority voting in favor of a motion unless otherwise designated (Section 1.3.3.1, Section 1.4.1.1. and Section 1.4.1.2.) Voting may occur at a meeting or by mail.
- 2.6.1** On policies and procedures affecting tenure or promotion, only tenured and tenure track faculty shall vote. Although they may not vote, untenured [academic](#) faculty or [academic](#) faculty not on the tenure track shall be allowed to participate in discussions related to promotion and/or tenure policies.
- 2.6.1.1** On matters concerning the recommendation of awarding tenure, only tenured faculty will vote.
- 2.6.1.2** On matters concerning the recommendation of awarding promotion, only those faculty holding that rank or higher will vote.
- 2.6.2** [Voting on Bylaws and Amendments. The articles in Part I of this document may be amended or changed by a two-thirds majority of the members of the SPH, as](#)

defined in section 1.6. Such amendments are to be submitted, in writing, to the Joint Bylaws Committee and then to the Dean for appropriate action. Voting on Bylaws and amendments must be made using a written ballot. Voting on Part II and Part III of these Bylaws, or any respective amendments shall be handled pursuant to the guidelines set forth in those Parts.

Editorial changes required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Executive Vice President and Provost of the University are to be made by the Bylaws Committee at the time the changes become effective. A higher authority mandates these changes and, therefore, such changes do not require ratification by the faculty of the SPH, however, the appropriate Bylaws Committee must provide written notice of the changes to all affected members of the SPH.

- 2.7 Reconsideration of a Vote.** Any action taken at a SPH meeting on an item not on the agenda distributed prior to or at the meeting, is subject to reconsideration. For reconsideration to occur, a petition to the Dean requesting that the vote be nullified shall be signed by two-thirds of the members of the SPH not present at the meeting. The petition must be submitted to the Dean no later than ten working days after distribution of the minutes. The item shall automatically become a published agenda item for the next meeting of the SPH. The reconsideration vote does not apply to items voted upon by mail ballot.
- 2.8 Minutes.** The minutes for each meeting shall be distributed to the SPH faculty within ten working days prior to the meeting. The Dean's office shall be responsible for compiling accurate and comprehensive minutes of each meeting. Approval of the minutes shall take place at the beginning of each subsequent meeting. The Dean's office shall keep all approved minutes readily accessible for all faculty members for a period of at least two years.

Chapter III: Committee Structure

3.1 Committees of the [SPH](#)

3.1.1 Purpose of [SPH](#) Committees. Committees are established to facilitate the functioning of the SPH, recommend policies, and provide input into the governance of the SPH. [Each committee shall establish policies and procedures](#) which will be included in the relevant part of these Bylaws.

3.1.2 Committees Authorized. The School shall have the following committees.

3.1.2.1 Joint Bylaws Committee. The Joint Bylaws Committee shall consist of the members of both the Academic Bylaws Committee and the Non-academic Bylaws Committee, as defined in Parts II and III of these Bylaws. Functions of the Joint Bylaws Committee include:

- Review and revise Part I of the Bylaws as necessary;
- Interpret the intent of Part I of the Bylaws when questions arise;
- Serve as official tellers for elections conducted by mailed ballot that involve a vote of the entire SPH voting faculty.

3.1.2.2 Executive Committee. Department Chairs, Program Chairs, and Directors of Institutes and Centers, shall hold membership on this committee. The Dean of the SPH shall serve as an ex-officio member of this committee. Functions of the Executive Committee include:

- Serve as an advisory body to the Administration of the SPH, pertaining to curriculum, budget and program decisions;
- Provide a forum to share information between units of the SPH and the administration of the SPH and University;
- Provide a forum for communication of information and policy decisions between the administration of the University and SPH to units of the SPH;
- Excluding the Dean, the Executive Committee shall organize and conduct a performance evaluation, including input from all faculty and staff of the SPH, of the Dean as required by the University, but no less than once every three years. Evaluation data shall be summarized and provided to the Dean and Provost.

3.1.2.3 Ad Hoc Committees may be established for specified purposes by the Dean or vote of the SPH faculty. Membership will be determined by the charge of the committee, but may have representatives elected by each unit, elected by the SPH membership or appointed by the Dean.

3.1.2.4 Academic Committees shall be established pursuant to Part II of these Bylaws, but shall include, at a minimum:

- Academic Bylaws Committee;
- Academic Standards and/or Admissions Committee;

- Curriculum Committee;
- Faculty Review and/or Appeals Committee

3.1.2.5 Non-academic Committees shall be established pursuant to Part III of these Bylaws, but shall include, at a minimum:

- Non-academic Bylaws Committee;
- Faculty and/or Appeals Committee

3.1.3 Creation or Elimination of Standing Committees. The establishment of additional SPH standing committees is permissible and shall be accomplished by vote of the SPH faculty as an amendment to these Bylaws. A proposal for any such committees shall be presented in detail as to membership, functions and duties, procedures of operation and related matters. A proposal to establish a new standing committee or to terminate any standing committee shall be made to the SPH faculty in written form and shall include a statement of justification. Final consideration of the proposal cannot be acted upon at the same meeting at which it is introduced but must be finalized at a subsequent faculty meeting or by ballot. The Dean of the SPH may establish ad hoc or special purpose SPH committees from time to time on the basis of temporary or transitory needs and/or justification. Student representation is encouraged.

3.1.3.1 Absence of Committee. In the absence of the existence of a standing committee, the faculty as a whole may carry out the duties and functions of the committee until a time that the committee is formed and established under the procedures proscribed in these Bylaws.

3.2 Membership on Committees

3.2.1 Term of Membership. Committee members shall be elected for a two-year term of service.

Chapter IV: Student Policies

4.1 **Undergraduate Students.** Admission, retention and matriculation of undergraduate students in the SPH shall follow the guidelines and procedures set forth in the UCCSN Code (Title 4, Chapter 8, Section 2) and the current UNLV Undergraduate Catalog.

4.2 **Graduate Students**

4.2.1 **Admission, Retention, and Matriculation.** Admission, retention, and matriculation of graduate students in the SPH shall follow the guidelines and procedures set forth in the UCCSN Code (Title 4, Chapter 8, Section 2) and the current UNLV Graduate Catalog. Also consult the current Policy Manual of the Graduate College for a general presentation of policies relating to admission, degree requirements, degree programs, grades, committees and examinations related to graduate student matriculation.

4.2.2 **Graduate Assistants.** Refer to the current Policy Manual of the Graduate College for information on application procedures, stipends, credit load and related topics. The allocation of Graduate Assistantships to the SPH and subsequently to its units involves the following steps:

- Departments make needs for GAs known to the SPH and M.Ed. Graduate Coordinators, as applicable.
- The Dean, along with the SPH and M.Ed. Graduate Coordinators will prepare a prioritized list of the SPH needs and submit it to the Graduate Dean.
- A final number of GAs will be made available to each Academic Dean by the Graduate Dean.
- The Dean will assign GAs to units according to the earlier prioritized list.

Chapter V: Budget Policies

- 5.1 **Budget Recommendations.** As stated in the UNLV Bylaws Chapter 2, Section 7, each Department/School shall prepare and submit budget request recommendations via administrative channels when requested by the Executive Vice President and Provost to do so.
- 5.2 **Budget Submission.** The Dean of the SPH shall have final responsibility and authority in determining specification of requests for the final SPH budget request, as well as related requests, i.e., for new faculty FTE. The Dean shall involve the Chairpersons, Directors and other appropriate administrators in the budget building and resource request activities within the SPH. In turn, the Chairs and Directors shall involve program coordinators, area lead persons and general faculty in the budget planning and resource request process at the unit level.
- 5.3 **Allocation of Resources.** The Dean of the SPH has responsibility and authority to work with the Controller's Office and/or Director of the Budget in determining final budget and other allocations for each fiscal year, once final figures become known. The Dean shall take into account the recommendations emanating from the individual units of the SPH, and the Executive Committee regarding the budget, the mission, and long range plans accepted by the faculty. Similar principles of decision making apply in the case of allocation of other resources, such as new faculty FTE, year-end monies and special funds for equipment, travel or materials that become available.

PART II – ACADEMIC FACULTY BYLAWS

(To be established by the Academic Bylaws Committee and voted on by SPH Academic Faculty Only)

PART III – NON-ACADEMIC FACULTY BYLAWS

(To be established by the Non-academic Bylaws Committee and voted on by Non-academic Faculty Only)