CRJ GUIDELINES FOR MODIFYING
BYLAWS, REGULATIONS, AND APPENDICES

Bylaws serve as the blueprint for how a governing body will operate and will likely contain a reference to the leadership structure and other important elements of the organization. It is recommended that bylaws be reviewed every three to five years.

The most important principle regarding bylaws is that they must be followed in practice. If there is a conflict between the bylaw and practice, then either the practice must be changed to comply with the existing bylaws or the bylaws need to be amended to reflect the practice.

GENERATING THE PROPOSAL

How are bylaws modified or created?
For existing bylaws: Begin with the most current version of the bylaws to track changes which reflect the proposed modifications. Please contact the CRJ Analyst, Laura Gnesda (lgnesda@uci.edu), for a copy of the bylaws as they appear in the Senate Manual.

For new bylaws: Begin drafting from scratch. Articles are to be labeled A, B, C, etc. and should include (as needed) Purpose of the Organization, Membership, Officers, Meetings, Elections, Committees, and Amendments. Subsections of an Article should be labeled 1, 2, 3... Sub-subsections should be labeled a, b, c... (and then i, ii, iii, iv...)

The governing body (Senate’s council/committee or school’s executive committee) must approve the draft proposal before it is submitted to CRJ for review.

How long will this take?
The total process typically takes 1-4 months, from proposal initiation to Assembly approval/endorsement and updating the UCI Senate Manual. However, there are many variables that may impact the timeline. The Senate Analyst will keep those involved informed along the way.

What needs to be included in the proposal packet?
The “Request for Review Form”, available on the CRJ Senate webpage under “Resources and Related Links” (http://senate.uci.edu/committees/committees/rules-and-jurisdiction-committee-on-crj/), should be used as a cover sheet for the proposal. The proposal must include:

1. A statement of the rationale (on cover sheet): Briefly explains why the proposed modifications are necessary to the existing Senate Manual, and when the governing body approved these modifications.

2. Proposed Language (bylaws): attach two copies- One markup copy, indicating deletions by strikeout type and additions by underscore type. One clean copy with the proposed modifications already in place (no markups).

All documents must be submitted in Word Doc form (opposed to PDF). Margins should be 1” and all font should be in Times New Roman Font, Size 11.

Please note that the proposal must adhere to the specifications listed above, and failure to do so will result in the return of the proposal and delay in the review process.
**How should the proposal be titled?**
If the proposal is pertaining to an:
Irvine Bylaw, found in Part I of the UCI Senate Manual, use *Proposed Modifications to Irvine Bylaw (Insert Bylaw Number). (Insert Bylaw title)*

Irvine Regulation, found in Part II of the UCI Senate Manual, use *Proposed Modifications to Irvine Regulation (Insert Regulation number). (Insert Regulation title)*

Irvine Appendix (school bylaws), found in Part III of the UCI Senate Manual, use *Proposed Modifications to Appendix (Insert Appendix number), (Insert Chapter number), (Insert School Name)*

**CRJ REVIEW**

**What happens once CRJ reviews the proposal?**
CRJ reviews the proposal to verify that it is consistent with the Code of the Senate (Systemwide and Divisional Bylaws and Regulations), is written in precise legislative language to have the proposers’ intended effect, and is in proper form for consideration by the Divisional Senate Assembly. (CRJ does not approve the substance of the policy change under consideration). There are two outcomes from this process:

- If revisions are suggested, or required, the proposal is returned to the proposing body for revision. Delays in resubmission of the proposal (revised to reflect CRJ’s recommendations) will impact the timeline.

- If the proposal is approved, it is forwarded to the Senate Chair (the proposers are copied). The proposal will then be reviewed by the Senate Cabinet followed by the Divisional Senate Assembly.

**EXECUTIVE REVIEW**

**What happens once the Senate Cabinet reviews the proposal?**
The Divisional Chair brings the proposal before the Senate Cabinet, which may endorse it, provide comments, or suggest further revisions. If the proposal needs further revisions, it will be sent back to the proposing body. Once the noted changes are made, the proposal will proceed to the Divisional Senate Assembly. If there are substantial revisions, then the proposal will need to go back to CRJ and through the reviewing process again before being sent to the Divisional Senate Assembly.

**FINAL SENATE ACTION**

**What happens once the proposal is forwarded to the Divisional Senate Assembly?**
The proposal is included in the upcoming meeting agenda for consideration by the Assembly. Proposed legislation is reviewed and voted on by the Assembly. If the Assembly rejects the proposal their concerns will be forwarded to the proposers (who will have the option to resubmit a revised version of the proposal- repeating the entire review process). Proposed modifications to the Senate Manual Appendices may be commented upon by members of the Assembly.

**ONCE THE PROPOSAL IS APPROVED**
The Senate Chair will submit a final response addressed to the proposers specifying the Assembly’s response and effective date of legislation.*
*Per the Irvine Bylaw 28 (A.1):
Effective date: All legislation becomes effective thirty (30) calendar days after the distribution of the minutes of the meeting at which it was enacted, unless an alternate date of implementation is approved by two-thirds of the Division or the Divisional Senate Assembly present and voting.
The proposing body or individual

The responsible committee approves the draft proposal

The proposal is sent to the CRJ Analyst who will confirm guidelines were followed before forwarding it to the CRJ Chair with copy to the Senate Chair.

Other councils and committees may be consulted

CRJ reviews the proposal

If revisions are suggested or required, the proposal is returned to the proposing body or individual for revisions (then the preceding steps are repeated)

If the proposal is approved, it is forwarded to the Senate Chair for consideration by the Senate Cabinet (the proposing body or individual is copied)

The Senate Cabinet reviews the proposal and the recommendation by CRJ (and the other councils/committees, if applicable). The Cabinet may endorse it, provide comments, or suggest further revisions.

If the proposal is endorsed by the Senate Cabinet, it is forwarded to the Divisional Senate Assembly for consideration. The Assembly votes on proposed legislation. (the proposing body or individual is notified of the Assembly’s response)