

Organization of the Center for East Asian Studies

Bylaws, Proposed for Amendment February 2014

1. CEAS Membership

There are four types of membership in the Center. *Full Members* are members of the standing faculty of the University, from any school, department or discipline, whose research and teaching are *primarily* focused on East Asia—China, Japan, Korea, or other areas deemed appropriate by the Director, in consultation with the Executive Committee and the Full Members. *Associate Members* are: (1) members of the standing faculty whose research and teaching are *partially* or *secondarily* focused on East Asia and (2) administrative and other professionals at Penn with significant expertise, academic training, research, teaching or professional focus on East Asia but who are not eligible to be Full or Affiliate Members of the Center. *Affiliate Members* are East Asian language lecturers, librarians, and other similar professionals whose work at Penn is devoted to East Asia teaching and resources. Visiting faculty are eligible to become non-voting *Visiting Members* during their residence at the University. The Director, in consultation with the Executive Committee, determines questions of eligibility for membership and extends invitations for membership in the Center.

Full Members are eligible for election to the Executive Committee as Full Member Representatives, may vote for Executive Committee Full Member Representatives and on other matters put to the membership by the Executive Committee, and have priority access to any funds available to support research, teaching, and other programs and other activities supported by the Center. Associate and Affiliate members may attend all Center functions, including meetings of the Center membership, and have secondary access to funds available from the Center. Associate Members may serve as, and vote for, the Associate Member Representative on the Executive Committee. Affiliate Members are represented and participate in the Executive Committee as described in Section 4, below.

2. Meetings

A meeting of the entire Center membership may be convened by the Director, in consultation with or at the direction of the Executive Committee. Such meetings ordinarily will be held no more than once each semester. At other times, communication among Center members will occur principally by e-mail. Most of the Center business will be conducted by the Executive Committee.

3. Duties of the Executive Committee

The Executive Committee makes decisions on personnel, budgetary, and procedural matters. These include, but are not limited to:

- Foreign Language and Area Studies Fellowships
- Teaching Assistantships
- Visiting Professorships
- Visiting Adjunct Professorships
- Faculty research, conference and course development awards
- Invited lecturers and lecture series
- Guidance for library purchases

4. Composition of the Executive Committee

The Executive Committee consists of nine voting members (except under circumstances set forth later in this section).

The full voting membership of the Executive Committee includes: the Director of the Center, the Director of the James Joo-Jin Kim Program in Korean Studies (KPKS), the Director of the Center for the Study of Contemporary China (CSCC), three elected Full Member Representatives, one elected Associate Member Representative, one Language Program Representative and one Librarian Representative. The Associate and Assistant Directors of the Center are non-voting, ex officio members of the committee.

The Director of the Kim Program in Korean Studies may, at his or her option, designate the KPKS Faculty Associate Director (or equivalent position) to serve in his or her place on the Center's Executive Committee. The Director of the Center for the Study of Contemporary China may, at his or her option, designate the CSCC Faculty Deputy Director (or equivalent position) to serve in his or her place on the Center's Executive Committee. Such a designee for the KPKS or CSCC seat must be a Full Member of the Center. If the Director of the Kim Program or his or her designee is simultaneously Director of the Center for East Asian Studies, the KPKS Director position on the Executive Committee will not be separately filled. If the Director of the Center for the Study of Contemporary China or his or her designee is simultaneously Director of the Center for East Asian Studies, the CSCC Director position on the Executive Committee will not be separately filled. Changes in the names of the KPKS and CSCC or the titles of their Directors or Faculty Associate or Deputy Directors, or other changes to the KPKS and CSCC that are not fundamental to the operation

or character of KPKS and CSCC will be construed as effecting non-substantive amendments to this section and no amendment to these bylaws is required to apply the provisions of these bylaws to the renamed or changed entities.

At least one full voting member must have a principal or substantial teaching and research focus on each of the following areas: China, Japan and Korea. At least four academic departments or schools (in the case of schools outside the School of Arts and Sciences) must be represented among the full voting members.

The Associate Member Representative is elected by vote of the Associate Members. The Language Program Representative position rotates among the Coordinators of the Language Teaching Programs. The Librarian Representative position rotates among the East Asian Librarians.

The Full Member Representatives, the Associate Member Representative, the Language Program Representative and the Librarian Representative each serve two-year terms. The terms are staggered such that in one year, two Full Member Representatives and a Librarian Representative will begin their terms. In the following year, one Full Member Representative and one Associate Member Representative and a Language Program Representative will begin their terms. In the event that a Full Member, Associate Member, Language Program or Librarian Representative is unable or unwilling to complete his or her term, a replacement will be chosen to complete the unexpired term. In the case of elected representatives, the Director will approach, in order and subject to the discipline (department or school) and area (country) representation requirements set forth in these bylaws, those who would have prevailed in the most recent relevant election. The first such eligible candidate who consents to serve will be appointed to complete the unexpired term.

5. Voting for the Executive Committee

In cases in which an election is held to fill a single seat, Elected Representatives of the Committee shall be elected by the following “instant runoff” method: Each voter shall rank as many eligible candidates as he or she wishes on his or her ballot. If any candidate receives a majority of first-rank votes, he or she is elected. If no candidate receives a majority of first choices, the candidate receiving the fewest first choices is eliminated. Ballots cast for the eliminated candidate are counted toward those voters' second-choice candidates.

This process is repeated until a candidate receives a majority of the total of ballots counted.¹

In cases in which two candidates are to be elected by a single electorate in one election (as occurs with Full Member Representatives in alternate years), Elected Representatives of the Committee shall be elected by the following “choice voting” method: Each voter shall rank as many eligible candidates as he or she wishes on his or her ballot. A first Representative is chosen in accordance with the procedure set forth in the preceding paragraph. If this procedure yields “surplus” votes (that is, votes giving the candidate more than a bare majority) of votes for the first Representative, the ballots of all of those whose votes are counted as votes for the first Representative will be returned to the pool of ballots for choosing a second Representative but will be weighted as s/v votes where “ s ” is the number of surplus votes (that is, more than a bare majority of the votes cast) for the first Representative and “ v ” is the total number of votes received by that candidate in the round of vote allocation that elects the first Representative. This process is repeated until a second candidate receives a majority of the revised pool of votes cast.²

If the processes set forth in this section produce a winning candidate for Representative inconsistent with the discipline and area representation requirements set forth in these bylaws, that otherwise victorious candidate will be eliminated from consideration and votes for that candidate redistributed consistent with the rules set forth in this section. If a candidate who is elected

¹ For example, if 20 members vote, and 8 of them choose Candidate X as their first choice, and 4 other candidates receive one first-choice vote each, and 3 of those 4 ballots name Candidate X as their second choice, then Candidate X is elected with 11 votes. If the second round yields only 9 votes for Candidate X, and 2 candidates who each receive 1 vote, those 2 candidates are eliminated and their votes reallocated to the next ranked candidate on those voters’ ballots. If the next ranked candidate on those 2 voters’ ballots is Candidate X, then Candidate X is elected. If in the reallocation process all candidates on a voter’s ballot are eliminated, then the size of the voting pool and, thus, the number of votes required for a majority and, therefore, election is reduced accordingly. For example, if all 4 candidates named on Voter A’s ballot and all five candidates named on Voter B’s ballot are eliminated before any candidate receives a majority of the 20 votes case, the voting pool is reduced to 18 and only 10 votes are required for a majority.

² For example, if 20 members vote and a candidate receives 14 votes from first-rank balloting (or moves from 9 votes to 14 votes after a round of redistribution of votes for eliminated candidates), then the candidate who is elected as the first Representative will have 3 surplus votes above the 11 required for election. The ballots of the 14 that are counted as votes for the first Representative will then be put back into the pool, but weighted at $3/14$ of a vote. The process of vote allocation is repeated until a second Representative receives a majority of the revised pool, which in this example would be more than 4.5 votes out of 9 whole votes (of a pool of 6 voters with non-discounted or full or whole votes and 14 voters whose votes were counted for the first Representative and whose votes are thus weighted at $3/14$ of a vote, for a total of 3 “whole” votes). The second Representative therefore could win, for example, 8 votes of the 14 voters whose ballots were counted for the first Representative (counted as $8 \times 3/14$ or slightly more than 1.5 votes) plus 3 votes from among the 6 voters with ballots that were not counted for the First Representative and thus are counted as non-discounted/full/whole votes.

declines to serve or is unable to serve, that candidate's votes will be redistributed consistent with the rules set forth in this section.

6. Amendments

These bylaws can be amended by a majority vote of the Full Members of the Center. Amendments to these bylaws may be proposed by the Director, in consultation with the Executive Committee or at the direction of the Executive Committee.