By-Laws
Faculty Council
College of Medicine

i. Summary of Changes
   10/27/2010 – Initial Release
   11/23/2010 – Approved by Faculty Council

I. PURPOSE
The College of Medicine Pattern of Administration document recognizes that the most effective governance of the College of Medicine (College) requires an alignment of the philosophy and goals of the faculty and administration. This requires an effective means of communication between the College Assembly (Assembly) and the faculty. The Faculty Council (Council) is the body through which the communication will occur. The Council exists to collect and formulate faculty concerns for communication to the Assembly and to interpret and disseminate Assembly business to the faculty. It is through the Council that the faculty have a voice and voting influence on Assembly business. Shared governance requires full and open access to information regarding the operation of the College, and it is through the Council that this important communication will occur.

II. MEMBERSHIP
A. The Council members will consist of representatives from the regular faculty of the College. To serve on the Council, the faculty must be from a Tenure Initiating Unit and must have an appointment of 50% or more.

B. TIU chairs, Center directors, deans, and associate and assistant deans are excluded from membership on the Council.

C. Council members are to be elected by the faculty members of each TIU. The election shall be governed by the unit’s Pattern of Administration.

D. The term of membership will be three years beginning July 1. One third of the membership will be newly elected each year. Replacement of members, whose terms are expiring, will be included as an agenda item at the May and June meetings of Council. Each retiring Council member is responsible for seeing that the unit represented conducts an election for replacement and for reporting the results to the Council Secretary no later than the June meeting. Members may be reelected to subsequent terms if allowed by the unit’s Pattern of Administration.

E. Each TIU of fifty regular faculty or less shall elect one (1) Council member. Each TIU with more than fifty regular faculty may elect a second Council member for a maximum of two (2) members, according the unit’s Pattern of Administration. Units with two members may elect the members on different years.
F. Each TIU should provide for an alternate member in the event that the elected member cannot attend. Alternates shall be selected according to the unit’s Pattern of Administration.

III. OFFICERS
The Council Officers shall include:

President – responsible to set the agenda and to conduct the Council meetings.

Vice President/President-Elect – responsible to assure that Council business is conducted according to the bylaws, and to conduct the Council meetings in the absence of the President.

Secretary – responsible for maintaining the membership roster; for tracking attendance, for managing communication to the members; and for recording the minutes of the Council meetings.

The term of each office shall be two years, beginning on July 1 of odd years.

The Vice President/President Elect will advance to President at the next term.

Request for nominations for Vice President/President Elect and Secretary will be announced at the April meeting and nominations will be accepted at the May meeting. Election of these officers will occur at the June meeting. For each office, election will be by secret ballot. Officers may not be nominated or re-elected to the same office.

If the President should leave office, the Vice President will immediately assume the office and complete the current term. This member will retain eligibility to serve as President for the next term.

If the Vice President should leave office, a replacement will be nominated by the President, will be confirmed by a Council vote at the next meeting, and will complete the current term. This member will retain eligibility to be elected Vice President for the next term.

If the Secretary should leave office, a replacement will be nominated by the President, will be confirmed by a Council vote at the next meeting, and will complete the current term. This member will retain eligibility to be elected Secretary for the next term.

Recall: Any officer may be removed from office by a 2/3 majority vote of all Council members. The vote may be conducted electronically. In this event, the Council shall immediately nominate and elect another member to that office.

CA Reps – Ten members will represent the Council at the College Assembly meetings. These reps include the President, Vice President, Secretary, three members elected from basic science units, three members elected from clinical units, and one at-large member.
The term of service is two years. If a CA rep should leave office, a replacement will be elected at the next Council meeting and will complete the term. CA Reps may be reelected to subsequent terms. The at-large and clinical unit members shall be elected on even years and the basic unit members shall be elected on odd years. Any member of the Council may serve as an alternate CA Rep. It is the responsibility of each elected CA Rep to designate an alternate to attend any meeting of the College Assembly that the CA Rep is unable to attend.

IV. MEETINGS
A. Regular Council meetings will be held monthly, on a day and time decided by the Council. Meetings may be cancelled by the officers, with the exception that meetings must be held at least quarterly.

B. Special meetings may be called by any Officers or any two members of the Council. Special meetings may be held in electronic format, to be defined by the officers.

C. Meetings will be conducted by the presiding officer with guidance by the newest edition of Robert’s Rules of Order.

D. A quorum is 10 members. Votes are simple majority, except on bylaws changes as noted below. Electronic voting may be used. Electronic response of 10 members will establish a voting quorum and will be simple majority.

V. COMMITTEES
A. Standing Committees
   1) Bylaws committee. The bylaws committee shall consist of the current officers. The committee is responsible to review suggested bylaws amendments, to draft the language of the proposed amendments, and to present the proposed bylaws amendments to the Council according to the process in Article VI.

B. Ad hoc committees may be appointed by the President.

VI. AMENDMENTS TO THE BYLAWS
Amendments to the Bylaws shall be drafted and reviewed by the Bylaws committee. The proposed amendments shall be presented to the Council in two readings. The first reading may be presented by electronic distribution requiring a read-receipt. The second reading must be at a convened meeting of the Council. At the time of the second reading, a vote may be held. Bylaws changes must be approved by a 2/3 majority vote of the Council. Electronic voting may be utilized.