OPERATING PROCEDURES FOR THE FACULTY COUNCIL

I. Responsibilities
   a. The Faculty Council membership is elected by the Faculty of Medicine.
   b. Faculty Council of the CMED shall represent and have the authority to act for the Faculty of Medicine advising the dean in the following matters:
      i. college issues and policies that transcend the responsibility of individual committees
      ii. oversight of CMED bylaw committee function and procedures, and the election process
      iii. changes in the requirements for admission or graduation
      iv. approval of candidates for receipt of the MD degree
      v. student disciplinary action which may include suspension and dismissal
      vi. setting agendas for the meetings of the Faculty of Medicine
      vii. yearly review of the College bylaws
      viii. other decisions which are considered by the dean to warrant a vote of the Faculty of Medicine

II. Membership
   a. The Faculty Council shall consist of 15 members, 11 of which are voting members. The committee will include:
      i. six (6) elected faculty representatives, four (4) with the rank of associate professor or above, and two (2) at the rank of assistant professor
      ii. two (2) dean appointed faculty that are representative of the spectrum of the Faculty of Medicine voting members (ranks and disciplines)
      iii. three (3) discipline chairs
   b. Non-voting ex-officio members are:
      i. senior associate dean/faculty and administration
      ii. senior associate dean/academic affairs
      iii. senior associate dean/ research
      iv. senior associate dean/clinical affairs
   c. The chair and vice chair will be elected from the membership, by the membership and will serve a two (2) year term. The senior associate dean’s or the discipline chairs cannot be elected chair of the committee. Elected members may serve two (2) consecutive, two year, terms and are eligible for reelection after one (1) term off the Faculty Council. The committee shall meet four times per year, or as needed, to conduct the business of the committee.

III. General Procedures: Applies to All Bylaw Committees
   a. Conflict of Interest. The chair upon calling the committee to order shall ask each member present if they have a perceived or actual conflict of interest with any matter before the committee. In the event of any other conflict of interest, real or perceived, the conflicted member of the committee will be excused by the chair from the official proceedings of the committee. If the chair has a real or
perceived conflict of interest, the chair may excuse themselves and appoint an acting chair from the committee membership to act in the specific circumstance.

b. **Meeting Schedule.** Committees will meet as often as necessary to carry out their charge. The chair of the committee may call a face-to-face or electronic meeting at any time to discuss matters that are urgent or time sensitive.

c. **Attendance.** Attendance of elected committee members is mandatory and requires an excused absence by the chair of the committee.

d. **Absence of Chair.** The chair may designate a member of the committee to serve in his/her absence.

e. **Quorum.** Quorum is considered the presence (phone or face-to-face) of a simple majority of the voting members. If quorum is met, matters requiring a vote are considered passed by a simple majority.

f. **Committee Seats.** If, for any reason, an elected member or committee chair is not willing or is unable to serve on the committee, the dean will appoint another member of the Faculty of Medicine, with appropriate rank, to fill the seat until the next scheduled election.

g. **Guests.** Guests may be invited by the chair to any committee as deemed necessary for the proper conduct of business.

h. **Extension of Term.** The dean may approve any member of a committee to serve more than two consecutive terms.

i. **Voting.** The chair may deem it appropriate to use electronic ballots for issues previously discussed in meetings.

j. **Eligible Voting Members:** Ex-officio committee members who are considered faculty members as defined in the section “Faculty of Medicine,” are not eligible for election to the committee as a voting member.

IV. **Faculty Council Meeting Schedule** – The Faculty Council will meet the third Monday of the months of February, April, August and October.

V. **Review of Bylaw Committee Actions by the Faculty Council** - The Faculty Council will review the procedure followed, not the detail of an issue, that may come before the Council. The Council will meet and make a determination within 10 business days of notification of required action.

VI. **Bi-Annual Meetings of the Faculty of Medicine Meeting** – The Meetings of the Faculty of Medicine will occur on the third Thursday of the months of March and September.

VII. **Agenda Setting for the Faculty of Medicine Meeting** – The agenda will be set by the Chair of the Faculty Council and include Council approved items such as: bylaw committee reports, accreditation information, dean’s report, and other faculty development events or items germane to the faculty. A call for agenda items will be distributed two weeks prior to the meeting.

VIII. **Yearly Review of the Bylaws** – Review of the College of Medicine Bylaws will occur on a yearly basis starting January 2017.

IX. **Election Process** – A sub-committee of the Faculty Council will facilitate and organize the election process. See Appendix I.
Appendix 1

CMU College of Medicine
Election Procedures

I. Election Procedures
   a. Duties of the Election Committee: The Election Procedures Committee will be responsible for the election process to the standing committees of the CMED. The Election Procedures Committee will be comprised of three to five (3-5) members appointed by the dean. The committee shall:
      i. Receive, annually, opening for committee membership from the chairs of each committee each year.
      ii. Communicate annually with the executive faculty to solicit interest in nominations for committee openings.
      iii. Prepare a slate of candidates, representing all appropriate constituencies, for all elections of committee members of faculty and conduct elections in a timely and appropriate manner.
      iv. Determine the number of eligible executive faculty, students, and residents to serve on appropriate CMED committees.
      v. Advise the dean on appointments of persons to fill temporary vacancies of standing committees. The Election Procedures Committee may be consulted by the dean on other committee appointments.
      vi. Periodically review the size and composition of all standing committees and recommend needed changes to the executive faculty.

II. Eligibility
   a. Eligibility to serve is determined by committee bylaw language.
   b. Eligibility to Vote - Full-time executive faculty with rank of Instructor, Assistant Professor, Associate Professor, or Professor shall be eligible to vote.

III. Process
   a. A master list of full-time executive faculty with rank and discipline (Assistant Professor, Associate Professor, and Professor) will be compiled by Faculty and Staff Affairs.
   b. The Election Procedures Committee will announce vacancies and inquire about interest in running for election.
   c. Eligible faculty (as defined by committee language) may file as a candidate for an open seat.
   d. To file, eligible faculty must complete a statement of intent for the election and submit it to the Election Procedures Committee. The statement of intent will be used in conjunction with the faculty slate.
   e. The Election Procedures Committee shall compile the list of candidates by:
      i. Verifying each candidate’s eligibility.
      ii. Adding the names of eligible candidates to candidate list.
II. Voting Process

a. Prior to the election period the Election Procedures Committee shall announce, via email, the candidates and provide statements of intent.

b. Voting

   i. Voting will be conducted electronically. A link will be provided.
   ii. Faculty are eligible to vote if they are full-time executive faculty with the rank of Assistant Professor, Associate Professor, or Professor. During the election period, the Election Procedures Committee is responsible for overseeing campaign activities.
   iii. Prior to the voting date, the Election Committee shall:
       1. Oversee the preparation of the electronic voting website, listing the candidates for the election.
       2. Distribute electronic voting instructions for distribution and posting locally.
   iv. During the voting period the Election Committee shall oversee the election process, including providing assistance on how to access the electronic voting site, if needed.
   v. The results shall be verified by the Election Procedures Committee and winners will be determined by a simple majority.
   vi. In the event of a tie between candidates the Election Procedures Committee shall conduct a coin toss.
   vii. Results shall be retained for 90 days after winners have been announced.

IV. Announcement of Faculty Representatives Elect

a. Elected executive faculty members of the committees of the CMU CMED shall serve according to the terms listed in the committee language in the CMED bylaws.

b. The Election Procedures Committee shall submit names and background information on the faculty elect to the Dean. A college wide announcement will be made.

c. Unexpected Vacancy - A vacancy for an unexpired term shall be appointed by the Dean for until the next scheduled election. (See bylaw language.)