

Bylaws Committee

Purpose/responsibilities: The Bylaws Committee oversees and reviews the Bylaws for the purpose of considering any additions and/or revisions which may be necessary or which are advisable by the faculty.

Authority: The Bylaws Committee is advisory to the dean. It may recommend changes to existing bylaws and has the authority to present proposed revisions to the voting faculty in advance of scheduled or special meetings. Any change to the bylaws requires an affirmative vote of two-thirds of those voting faculty present at a scheduled meeting or an affirmative vote by two-thirds of those voting faculty responding to an electronic method for recording votes.

Membership selection and composition: The Bylaws Committee is comprised of a minimum of six and no more than nine voting faculty members who are appointed by the dean. The president of the clinical staff is an *ex officio* member with voting privileges. The committee has a chair, who presides at all meetings. The dean may appoint non-voting, *ex officio* members.

Faculty members are appointed for a three-year term with the possibility of one consecutive renewal. All voting faculty are eligible to serve. Appointment to the committee is based on the decision of the dean with the goal of having a diverse representation from all areas of the School.

Meetings: The Bylaws Committee meets biannually or more often as necessary.

Quorum: A quorum is constituted when a majority of the voting committee members are present at any meeting.

Minutes: The dean's designee takes minutes of each meeting and records all recommended changes to the bylaws and recommended actions. The chair of the committee distributes minutes of the meetings to all members of the committee and to the dean. Minutes of all meetings are kept in the Office of the Dean.