ARTICLE I. PURPOSE AND OBJECTIVES

Section 1. NAME
The name of this organization shall be the School of Medicine’s Faculty Council of Meharry Medical College. Reference to the Faculty Council throughout this document shall be to the Faculty Council of the School of Medicine.

Section 2. PURPOSE
The Faculty Council is established to provide an avenue for faculty communication to the Dean on academic matters and decisions; and to insure a positive academic climate in the School of Medicine. The Faculty Council will be advisory to the Dean on academic and non-academic matters, participates in administrative decisions affecting the general welfare of the School and the School of Medicine Faculty and contributes to the development of non-academic and academic policy (e.g., by its representation on School of Medicine committees).

Section 3. OBJECTIVES
The objectives of the Council are to maintain excellent academic and teaching programs in the School of Medicine and provide communication between the faculty and the administration of the School and Institution. The Council is concerned with all matters, which impinge on faculty members and students in their academic endeavors, including but not limited to:

a. curriculum;
b. teaching;
c. research;
d. health care delivery and services;
e. library;
f. evaluation of proposals for new services, new departments and new centers;
g. standards for faculty appointments, promotions and tenure;
h. procedures concerning faculty grievances;
i. rules and regulations concerning extra-Meharry employment by Meharry faculty;
j. programs for continuing education;
k. programs for fringe benefits;
l. standards for admission and retention of students;
m. standards for academic freedom;
n. standards and procedures for publications, patents, contracts and grants;
o. standards for practice for the health care professions; and
p. standards for participation in the faculty medical practice plans.

ARTICLE II. MEMBERSHIP AND ORGANIZATION

Section 1. MEMBERSHIP
Membership shall consist of:

- Faculty Council Chairperson
- Vice-Chairperson
- Secretary/Treasurer
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- At-Large Faculty Representative to the Faculty Senate
- Administrative Representative to the Faculty Senate
- Non-administrative membership of the Faculty Council shall consist of six (6) representative elected by the faculty of each department of the School of Medicine
- administrative faculty membership of the Faculty Council shall consist of two (2) departmental chairpersons elected by all School of Medicine department/division chairpersons

The Faculty Council Chairperson, Vice Chairperson, Secretary/Treasurer, and an At Large Faculty Representative to the Faculty Senate are elected by the entire School of Medicine faculty and may not hold an administrative appointment. An Administrative Representative to the Faculty Senate shall be elected by the administrative faculty membership of this Council. If the Chairperson is a clinician, the Vice-Chairperson shall be from the pre-clinical faculty, or vice versa. These elected officials will constitute the Faculty Council Executives.

The non-administrative membership of the Faculty Council shall consist of six (6) representatives elected by the faculty of each department/division of the School of Medicine: Family and Community Medicine; Internal Medicine; Medical Education; Obstetrics and Gynecology; Pathology; Pediatrics; Neurology; Psychiatry and Behavioral Sciences; Radiology; Surgery and Biomedical Sciences

The administrative faculty membership of the Faculty Council shall consist of two (2) whom one (1) shall be biomedical sciences division chairpersons and one (1) shall be clinical sciences department chairpersons. This body shall be responsible for electing an Administrative Representative to the Faculty Senate. There may be not more than one representative from each department

The Faculty Council consists of thirteen (13) persons.

Section 2. TERMS OF OFFICE
Each elected official shall remain in office for two (2) years. Officials may not serve more than two (2) consecutive terms.

Section 3 ELIGIBILITY
All full-time and part-time School of Medicine regular faculty members are eligible for Council, ad hoc and standing committee membership. Special faculty are not eligible. Special faculty consist of persons who are not members of the regular faculty and whose status does not entitle them to promotion, leave, etc. This category includes adjunct, field, visiting, research associate, research fellow, post-doctorate fellow and other special faculty members.

Section 4 ELECTIONS
Election of the Faculty Council shall be held in September to avoid conflict with Faculty Senate elections held in May on every second year. Election of the Faculty Council shall coincide with the procedure used to elect Faculty Senate officials. Elections shall be by secret ballot. A Nominations and Election Committee (NEC) shall be appointed by the Faculty Council to carry out the election process in the second (2) year. The members of this committee will serve one (1) year and members may not serve consecutive terms.

The NEC (Nominations & Election Committee) will propose nominations for Chairperson, Vice-Chairperson, Secretary/Treasurer and At-Large Representative to the Faculty Senate. The slate of nominees for these officers of the Faculty Council will be distributed to the School of Medicine faculty. Faculty may add to the slate of nominees. Faculty members making additional nominations shall assure that the proposed nominee
consents to his/her name being placed on the official ballot. The NEC will distribute, collect, tally the nominations and produce a ballot.

The voting method used will involve double envelopes; the ballot will be inserted into an unmarked, inner envelope, which will then be inserted into an outer envelope upon which the voting faculty member’s signature is affixed. The signature must be used to verify eligibility to vote.

Section 5 MEETINGS
There will be monthly meetings of the Faculty Council. Special or call meetings of the Council may be held at the request of the Chairperson or a majority of the membership.

Semi-annual General School of Medicine Faculty Council Meetings that are separate from Dean’s Meetings will be regularly scheduled. Agendas will be set through the Faculty Council via Faculty Representatives. Proceedings of these meetings will be binding actions of the Faculty Council. All full and part-time regular faculty members who are in attendance at these meetings will enjoy voting privileges. Motions will be passed by a simple majority of faculty members in attendance (50% plus one). Agendas will be circulated with announcement of the meeting at least two (2) weeks before the meeting. Call meetings will be held upon petition of 20 faculty members to the Faculty Council Chairperson; the Chairperson will call this meeting within two (2) weeks of receiving this petition.

Section 6 QUORUM
One-third plus one (1/3 + 1) of the membership shall constitute a quorum for the transaction of Faculty Council business. A written proxy does not contribute to a quorum.

Section 7 PROXY
Each member shall have the right to vote at any meeting of the Faculty Council membership at which a quorum is present. Such right may be exercised in person or by written proxy, provided that no one person holds more than one (1) proxy. In the event of enforced absence of an elected departmental representative, a fellow departmental faculty person may represent that department at the request of the elected representative. In the event of the enforced absence of any chairperson, another chairperson, basic or clinical sciences, may represent that chairperson, at the request of the absent delegated chairperson.

Section 8 NOTIFICATION OF ATTENDANCE
On a quarterly basis, the Council Chairperson will inform the School of Medicine constituent faculty of the attendance of its representatives.

Section 9 CONTINGENCY
In the event that a member persistently fails to attend Council meetings for more than three (3) consecutive times; is more absent than in attendance over a five (5) month period; is mentally or physically incapacitated; resigns; is terminated, or dies, the relevant department shall be notified to elect a replacement to complete the representative’s term. If the Faculty Council Chairperson receives no response within three (3) weeks, the Chairperson shall appoint a replacement representative from that department.

ARTICLE III. RESPONSIBILITIES OF FACULTY COUNCIL

Section 1. COUNCIL RESPONSIBILITIES
The Faculty Council shall receive for deliberation academic and other issues referred by the School of Medicine department faculty.

The Chairperson shall preside at meetings of the Faculty Council. He or she shall be one of the representatives of the Faculty Council to the Faculty Senate. He or She shall make
monthly reports to the Faculty Senate as a point of information relative to the Council’s activities and deliberations. He or she shall represent the Faculty Senate on the Health Affairs Committee of Meharry’s Board of Trustees. The Chairperson shall also represent the Faculty Council on the School of Medicine’s Executive Committee.

The Vice Chairperson shall preside at meetings of the Faculty Council in the absence of the Chairperson. He or she shall assume the responsibilities of the Chairperson in the absence of the Chairperson. The Vice Chairperson shall represent the Faculty Council on the Curriculum Committee of the School of Medicine.

The Secretary/Treasurer shall record proceedings and oversee or keep files of the Faculty Council. The Secretary/Treasurer shall represent the Faculty Council on the Faculty Development Committee of the School of Medicine.

The At-Large Faculty Representative to the Faculty Senate elected by the faculty will represent non-administrative faculty issues at Faculty Senate meetings and attend Council Meetings.

The Administrative Faculty Representative elected by Council administrative membership shall represent administrative faculty at Faculty Senate meetings and attend Council meetings.

Additional responsibilities include, but are not limited to the following:

a. presenting Faculty Council concerns to the Faculty Senate;

b. introducing issues/problems that are common to the School of Medicine and any/all other Meharry Medical College Schools for discussion/resolution;

c. reporting to the Faculty Council on any/all concerns/issues/problems for the Faculty Senate;

d. reporting on any agenda items that may properly come before these bodies

Section 2  FACULTY COUNCIL MEMBERS RESPONSIBILITIES
Member responsibilities include, but are not limited to:

a. attendance and participation at all Faculty Council meetings;
b. soliciting, bringing, and presenting departmental constituency ideas, issues, opinions, and concerns to the Council;
c. determining the faculty constituency position prior to voting on critical issues affecting the constituency;
d. reporting to departmental constituencies results of discussion, deliberations, and any/all other concerns/issues/problems coming before the Council.

Section 3  RESOLUTION OF FACULTY COUNCIL ISSUES
Ascending order of resolution of School matters proceeds from the Faculty Council to the Faculty Senate, to the President, to the Academic Affairs Committee of the Board of Trustees, and to the full Board of Trustees of Meharry Medical College.

ARTICLE IV. SCHOOL OF MEDICINE FACULTY COUNCIL COMMITTEES

Section 1  ACADEMIC COMMITTEES
The Faculty Council shall establish and charge standing committees to deal with matters of interest to the Council and faculty. Other non-Council School of Medicine committees shall not duplicate these committees and their functions. The Faculty Council committees shall report to the Faculty Council Chairperson and Dean. The Faculty Council will monitor each committee and sanction policies but will not exercise approval rights or approval responsibility on the committees’ decisions. In order that the Council may be informed and maintain accountability, each Committee Chair is required to submit verbal or written monthly reports on committee activities and accomplishments. Whenever possible, each
gender and race shall be fairly represented on each committee, as shall junior and senior faculty members. Herein, senior faculty are defined as Professors and Associate Professors; junior faculty are defined as Assistant Professor and instructors.

Section 2 SERVICE ON SCHOOL OF MEDICINE AND COLLEGE COMMITTEES
Each and every faculty member must serve on an average of at least one (1) permanent academic or non-academic committee each year of his or her tenure at Meharry. Since annual evaluations, promotions and tenure require committee/governance service; all faculty members are required to participate in departmental, school, institutional, civic, and community-related service activities. It shall be the responsibility of the Faculty Council and the Dean to monitor the number of committees on which a faculty member serves. To assist in annual evaluations, the Faculty Council will report committee participation to Deans and Department Chairs.

Subsection A. Student Evaluation and Promotion
The Student Evaluation and Promotion Committee is responsible for monitoring the academic progress of all students and selecting those students for academic recognition. This Committee monitors the progress of all students in concert with the Academic Support Services Committee, which is responsible for facilitating early identification of students experiencing academic difficulty and assisting in their retention and timely progression towards graduation.

Subsection B Academic Support Services Committee-
This Academic Support Services Committee is responsible for identifying students in the preclinical years as early as possible. Who are experiencing academic difficulty and also assisting in their retention and timely progression towards graduation. The committee takes a proactive role in contacting students that have been identified so they can avail themselves of the services available. Specifically, the committee refers students to academic support, i.e., academic counseling, study techniques, time management, tutoring, test taking skills, board review and serves and/or secures members to serve as advisors/mentors to students. This committee shall establish student academic policies, academic standards, and subscribe to the uniform student honor code. This committee shall be charged with reviewing student-initiated appeals, which are based on:
1. academic standards and grades;
2. academic advancement or its denial;
3. implementation and applications of student academic policies; and
4. violations of the uniform student honor code.
The committee shall review the facts and render an impartial decision based on fairness and equity. The committee shall enjoy the privilege of calling upon members of any of the other committees of the Faculty Council or School of Medicine in an ex-officio basis as needed. The Associate Dean of Student and Academic Affairs shall serve the committee in an ex-officio capacity. The chair of this committee shall have representation on the Institutional Academic Council.

Subsection C Admissions Committee
The Admissions Committee screens, interviews, and selects all the medical students to the first year class and transfer students with advance standings. It protects the entrance standards of the School of Medicine and keeps admission policies current and relevant to the needs of the school. Specifically, the Admissions Committee (1) establishes procedures for identifying and recruiting qualified applicants consistent with the mission of the school; (2) utilizes a review procedure and process that has been approved by the Executive Faculty, the General Medical Faculty, and the Dean; and (3) pursues appropriate activities related to the recruitment of information throughout undergraduate
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focus on feeder schools. There will be twelve (12) members representing basic and clinical sciences. The first year, the Dean will choose six (6) and notify the Faculty Council. The Faculty Council will select members to complement and balance the Dean’s selection. The second year, three (3) members selected by the Dean and three (3) members selected by the Faculty Council will be replaced by selections from the Faculty Council. Thus, the terms of appointments will be staggered so as to achieve continuity.

Subsection D. Curriculum Committee

The Curriculum Committee is responsible for overseeing the curriculum for the program leading to the M.D. degree. The committee is responsible for receiving recommendations from the Pre-clinical and Clinical Subcommittees as well as reviewing and approving both subcommittees’ actions. The Pre-clinical subcommittee is responsible for monitoring current course activities and recommending changes in all aspects of the pre-clinical curriculum including, but not limited to: course prerequisites; course content; maintaining course balance between basic terms and concepts, clinical relevance and clinical application of pre-clinical knowledge; and course-to-course and pre-clinical to clinical subject content and continuity. The Clinical subcommittee has primary responsibility for monitoring current course activities and recommending changes in all aspect of the clinical curriculum including, but not limited to: course prerequisites; course content (including application of the pre-clinical knowledge base); maintenance of course balance, and course-to-course and pre-clinical subject content and continuity. Courtesy reports of all actions are filed with the School of Medicine Faculty Council.

This committee will consist of two subcommittees:
1) Pre-clinical, and
2) Clinical.

The Vice Chairperson shall have voting membership on this Curriculum Committee and report activities to the Faculty Council. Curriculum Committee meetings are open to all School of Medicine Faculty; non-committee faculty may express opinions during a meeting, but have no vote. The Curriculum Committee must meet at least once every month. The time and place of each meeting shall be announced by memo at least one (1) week before each meeting.

Pre-clinical Subcommittee membership will consist of:
1) One student representative each from the Freshman and Sophomore classes,
2) Course coordinators from the first and second pre-clinical regular courses,
3) A representative of the Teaching and Learning Resources Center,
4) One representative from the Alvin C. York Veterans Administration Medical Center, Murfreesboro, and to facilitate continuity and transitional activities,
5) The chair of the Clinical Subcommittee;

Clinical Subcommittee membership will consist of:
1) One student representative each from the Junior and Senior classes,
2) Course coordinators from clinical courses,
3) A representative of the Teaching and Learning Resources Center,
4) Representatives from the Alvin C. York Veterans Administration Medical Center, Murfreesboro, and to facilitate continuity and transitional activities,
5) The chair of the pre-clinical subcommittee to facilitate continuity and transitional activities.

Subsection E. Academic Support Services Committee-

This Academic Support Services Committee is responsible for identifying students in the preclinical years as early as possible. Who are experiencing academic difficulty and also assisting in their retention and timely progression towards graduation. The committee
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takes a proactive role in contacting students that have been identified so they can avail themselves of the services available. Specifically, the committee refers students to academic support, i.e., academic counseling, study techniques, time management, tutoring, test taking skills, board review and serves and/or secures members to serve as advisors/mentors to students.

This Committee is charged with recommending and reviewing academic standards in the School of Medicine. It shall have the authority to request and analyze:

1) Individual student examination scores;
2) Individual United State Medical Licensure Step Examination results and aggregate discipline scores;
3) Grading Standards; and
4) Clinical narrative statements.

It shall monitor the United State Medical Licensure Step Examinations performance of:

1) Individual students;
2) Individual disciplines; and
3) Total curriculum.

It shall monitor academic performances relating to students, courses, and curricular implications as well as recommend and interpret academic policies and standards in the School of Medicine. It is intended that this Committee operate independently; therefore, the Committee will report directly to the Associate Dean for Student and Academic Affairs. Courtesy reports must be filed simultaneously with the School of Medicine Faculty Council and the Chair of the Curriculum Committee. As a minimum, this Committee must meet bimonthly. There shall be a chair and eight members, the members shall be recruited in equal numbers, with due regard for gender and ethnicity, from a group represented by School of Medicine chairs, center directors and non-administrative senior and junior clinical and pre-clinical faculty. One member must be drawn from the non-administrative staff of the Teaching and Learning Resource Center. The chair shall be named jointly by the Dean and the School of Medicine Faculty Council Chair.

Subsection F. Appointment, Promotion, and Tenure

The Appointment, Promotion, and Tenure Committee is responsible for advising the Dean of the School of Medicine on (1) appropriate rank for a faculty member after examining the appointment and/or promotion file submitted by the faculty member's department; (2) tenure, after examining the appointment and/or tenure file submitted by the faculty member’s department; (3) promotion, after examining the appointment and/or tenure file submitted by the faculty member's department; and (4) questions of academic freedom violations.

Following submission of documents to the Committee by the Dean, the Committee must deliberate and, within one (1) month, submit a recommendation, documentation, and recommendations of the School Committee, Department Chair, and Departmental Committee to the President. In the event of a negative recommendation at any preceding level, the President will submit all recommendations and documentation to the College Academic Freedom, Appointments, Promotions and Tenure Committee for a recommendation.

The Faculty Council Academic Freedom, Appointments, Promotions and Tenure Committee must meet at least monthly. This committee shall have co-chairs, one of which is a clinician, the other a pre-clinical faculty member. There shall be six additional members on this Committee recruited in equal numbers, with due regard for gender and ethnicity, from a group represented by School of Medicine non-administrative senior and
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junior clinical and pre-clinical faculty. One additional member must be drawn from the non-administrative staff of the Teaching and Learning Resources Center. The chair shall be jointly named by the Dean and the School of Medicine Faculty Council Chair.

Subsection G. Academic Pathways / Faculty Development Committee

This Committee is charged with promoting faculty programs for scholarship, professional teaching, research, service growth, academic welfare, and personal development. The Kaiser Permanente Award to a pre-clinical and clinical faculty member will be determined by this Committee from a list of individuals nominated by School of Medicine Faculty. The Kaiser Permanente Award recognizes individuals who exhibit commitment to teaching and Meharry’s mission, use innovative teaching methods, encourage and motivate students, and maintain minimal committee service and/or research or clinical activities. Consecutive awards may not be received by the same individual.

The Committee is also charged with:
1) Developing and recommending procedures to enhance the quality and quantity of research in the School of Medicine;
2) Recommending methods for encouraging investigators in their research endeavors;
3) Promoting intra- and inter-departmental cooperative research;
4) Promoting collaboration and coordination between pre-clinical and clinical faculty engaged in research;
5) Serving as a liaison for research development with the Alvin C. York Veterans Administration Medical Center, Murfreesboro;
6) Developing protocols for obtaining funds to initiate new research ideas and conduct research related travel;
7) Developing a protocol for the establishment of a Dean’s Research Award of Excellence to be given annually;
8) Developing a Strategic Research Plan for the School of Medicine;
9) Working in concert with the Faculty Senate Faculty Development Committee and to accept Ad Hoc assignments.

This Committee is also charged with accepting research proposals from SOM faculty applicants, evaluating the proposals using reasonable standards, and, when available, awarding Institutional Funds to meritorious applications.

This Committee shall be advisory to the Dean on all issues and policies related to faculty development and research in the School of Medicine. This Committee must meet a minimum of every two months. There shall be a chair and ten (10) members. Where possible, members shall be recruited with due respect for gender and ethnicity from a group represented by School of Medicine non-administrative senior (two clinical and two pre-clinical), junior (two clinical and two pre-clinical) faculty, and one administrative and one non-administrative staff member from the Alvin C, York Veterans Administration Medical Center, Murfreesboro. One member must be drawn from the non-administrative staff of the Teaching and Learning Resources Center. A quorum shall be six (6) members, each having one vote. The majority opinion will constitute the Committee’s advice to the Dean. The Chair shall be named jointly by the Dean and the School of Medicine Faculty Council Chair.

Section 3 COMMITTEE MEMBERSHIPS

Committee members shall be nominated by the Council Chairperson and approved by the Faculty Council. Term of appointment for members shall be one year. No committee member may serve more than three (3) consecutive appointments. To assist in identifying individuals for nomination, a list of faculty and their committee service preferences shall
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be developed annually by the Council Chairperson. Each committee shall make monthly verbal or written reports of its activities to the regular meeting of the Faculty Council. The committee chairperson or a designee shall serve as liaison to the Council for the purpose of reporting activities and carrying concerns and charges back to the committee.

Section 4 COMMITTEE CHAIRPERSONS

The chairperson for each committee will be selected jointly by the Faculty Council Chairperson and the Dean. Department Chairs and Associate Deans may serve as chairs of standing committees or subcommittees. The term of appointment will be for two (2) years. No committee chairperson may serve more than two (2) consecutive appointments.

The ratification of this revision in the by-laws was voted after the May 29, 2013 meeting with Interim President Epps. [Yea-42 and Nay-0 with 12-abstentions].

Section 5 CONTINGENCIES

New standing or ad hoc committees created by the Faculty Council will be governed by the same membership principles and requirements and appointment-making power, monitoring and policy-making sanctions as apply to all current academic and advisory committees of the Faculty Council.

ARTICLE V. REPRESENTATION OF NON-ACADEMIC COMMITTEES OF THE SCHOOL OF MEDICINE

Section 1 REPRESENTATION

The Faculty Council shall elect one representative to each pertinent non-academic committee of the School of Medicine. These committees presently include but shall not be limited to: the Executive Committee, the Decinal Committee and the Budget Committee. Faculty Council representative to these school administrative committees may not hold another voting position on that same committee (i.e., a representative may not represent two different groups). Exceptions to this shall be any committee whose appointments are mandated by statute. One member of these mandated committees shall be designated by the Faculty Council Chairperson as a Faculty Council representative.

Section 2 REPORTING RESPONSIBILITIES

The Faculty Council representative shall monitor committee activities and make monthly verbal or written reports to the Faculty Council on the actions and policies of each non-academic committee. The selected representatives shall not exercise approval rights or approval responsibilities on the committees’ decisions.

ARTICLE VI. TRANSACTION OF BUSINESS AND PARLIAMENTARY AUTHORITY

Section 1 AGENDA

The Faculty Council shall receive written and/or oral suggestions for agenda items from any School of Medicine faculty member.

Section 2 PARLIAMENTARY AUTHORITY

Parliamentary authority for this body shall be the latest edition of Robert's Rules of Order.

Section 3 AD HOC COMMITTEE FORMATION

The Faculty Council shall have the authority to form committees within the Council.
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Section 4  OPEN FACULTY PARTICIPATION
The Faculty Council or any committee at its discretion shall be privileged to give the floor to anyone with information concerning a matter under consideration.

Section 5  MAJORITY DECISION
After full discussion and free debate, decisions shall be by majority vote of the members in attendance.

Section 6  DECISIONS REQUIRING FULL FACULTY VOTE
The following Faculty Council deliberations and recommendations must be forwarded to open SOM faculty meetings for approval:
   a. academic policies and procedures;
   b. curriculum changes;
   c. amendments to the Council By-Laws; and
   d. other issues affecting faculty life at large as deemed necessary.

ARTICLE VII. FUNCTION

Section 1  ACADEMIC AND ADVISORY AUTHORITIES
The Faculty Council shall act as the representative decision-making body for the School of Medicine faculty on issues relating to academic policy. It shall also provide input into the development of policies which impact faculty welfare and the academic climate of the School.

Section 2  REQUIREMENT FOR SUBMITTING ACADEMIC ISSUES TO THE FACULTY COUNCIL
Recommendations and requests for review of existing and proposed academic policy shall be submitted to the Faculty Council before final submission to the Dean.

Section 3  PROTOCOL FOR CONSIDERING POLICY ISSUES
Faculty issues demanding review or formulation of a policy statement may be referred to any Faculty Council member for placement on its agenda. When necessary, the issue(s) will be referred to the appropriate Faculty Council Committee for deliberation and a report of its recommendation shall be submitted to the Faculty Council. Reports of actions taken will be forwarded to the Dean.

Section 4  DEVELOPMENT OF NEW BY-LAWS
The Faculty Council of the School of Medicine is empowered to promulgate such By-Laws as may be deemed necessary and proper for implementing the above functions. Where the By-Laws of the Faculty Council conflict with the By-Laws of the Faculty Senate, the latter will take precedent.

Section 5  REFERENDA
Referenda may be initiated within ten (10) working days of the reported action of the Faculty Council. If the referendum involves the entire faculty, voting on the issue will be by secret ballot as described.

Section 6  REPRESENTATIVE REPORTING REQUIREMENTS
Representatives from the departments to the Faculty Council are charged to represent their Department’s position on all matters and report pertinent information back to their Department. Faculty Council representatives to the Faculty Senate are charged to report the activities of this body to the Faculty Council and their departments, respectively.
ARTICLE VIII. SCHOOL OF MEDICINE BUDGET LINE ITEM REQUIREMENTS

Section 1  CHAIRPERSON’S RELEASE TIME
The Chairperson of the Faculty Council shall be given a minimum of one quarter release time by his or her Dean and Department Chairperson in order to fulfill his or her Faculty Council responsibilities. The amount of release time granted shall be reviewed every two (2) years. This review will take place no later than 3 months prior to the start of the new term of the Faculty Council Chairperson.

Section 2  SUPPLIES, SECRETARIAL SUPPORT, AND OFFICE SPACE
The budget of the Dean shall provide funding for operating supplies and an Administrative Assistant to the Faculty Council. The Administrative Assistant shall report to the Faculty Council Chairperson. A job description shall be provided to the person holding this position. Office space shall be provided to the Faculty Council Chairperson.

ARTICLE IX. RATIFICATION AND AMENDMENTS OF THE BY-LAWS

The By-Laws must be ratified by a two-thirds majority of the faculty present at a meeting called expressly for the purpose of ratifying the document. The Faculty Council will consider, assemble and forward to the (body of the) faculty with its recommendations, proposed changes in the By-Laws. Faculty will be notified in writing a minimum of 14 days before the scheduled meeting. Alterations/amendments to the By-Laws require approval by:

- a two-thirds majority vote of the faculty attending the general faculty meeting
- OR

the faculty with a quorum consisting of one-third plus one (1/3 + 1) of the total SOM Faculty membership.

In addition, the By-Laws may be amended by vote of a two-thirds majority of the full and part-time regular faculty provided that such changes shall have been proposed by written notice sent to each faculty member at least ten (10) working days previous to a regular or call meeting of the faculty, at which full discussion of the item will have occurred. For a period of 10 working days following this meeting, written ballots will be collected in the Dean’s office indicating the vote of faculty members. The faculty member will sign by his/her name when s/he turns in the ballot. Ballots will be counted at the next Faculty Council meeting. Changes in the By-Laws shall not be in effect until they have been announced by the Faculty Council.

Faculty can propose amendments to the By-Laws if ten (10) faculty members sign a petition accompanying the amendment. The amendment will be distributed to the faculty and must be voted on by secret ballot procedures within two (2) weeks of receipt of the proposed amendment by the Chairperson of the Faculty Council. The secret written ballots indicating the vote of faculty members will be collected in the Dean’s office. The faculty member will sign by his/her name when s/he turns in the ballot. Ballots will be counted at the next Faculty Council meeting. The amendment will be passed if two-thirds majority of the faculty vote and a majority of that number favor the amendment. Changes in the By-Laws shall not be in effect until they have been announced by the Faculty Council.