NOORDA COLLEGE OF OSTEOPATHIC MEDICINE

Policies and procedures COMMITTEE Bylaws

**ARTICLE 1. NAME**

Section 1.1 Name.

The name of the organization is the Noorda College of Osteopathic Medicine Policies and Procedures Committee.

**ARTICLE 2. MISSION, ROLES, AND RESPONSIBILITIES**

Section 2.1 Mission.

The Policies and Procedures Committee oversees the XXXXXX of Noorda College of Osteopathic Medicine and makes recommendations regarding to review and recommend to the Dean’s Council policies affecting ………., and shall make recommendations to the Dean’s Council on these and other matters referred to it by the Dean’s Council. It is the charge of the XXXXXX Committee to …………. in the delivery and support of the institution’s mission and purpose.

Section 2.2 Roles and Responsibilities.

The roles of the XXXXXX Committee include but are not limited to the following:

* ………….
* ………………..

**ARTICLE 3. MEMBERS**

Section 3.1 Categories of Membership.

 There shall be two categories of member, Voting Members and Ex Officio Members. Collectively, all Voting Members and Ex Officio Members shall be referred to as “Members.”

Section 3.2 Voting Members.

The voting members of the XXXXXX Committee shall be comprised as follows:

* ……
* ……

Eligibility to be a voting faculty member of the XXXXXX Committee requires that an individual:

1. be contracted with Noorda-COM as a full-time member of the COM faculty. *See Rank and Promotion guidelines for definition of faculty.*

Section 3.3 Ex Officio Non-voting Members.

 Ex officio non-voting members shall include the following:

1. …..
2. …..

Section 3.4 Term of Service.

For founding elected members, terms shall begin upon election for a term of 18-30 months, dependent on necessary timeline for the staggering of future elections, and to be determined for each individual member by a vote of the Committee.

For elected members, a term of service will begin in January and last for 2 years, with re-election for a maximum of 3 consecutive terms.

Terms in office terminated by illness, absence, dismissal, etc. shall be filled within one month by special election within the appropriate department.

Section 3.5 Attendance.

Members shall make every reasonable effort to be present at all meetings. Excused absences must be approved in writing by the Committee Chair prior to the scheduled meeting, and a designated proxy must be assigned.

Unexcused absences may lead to termination of membership. Following two unexcused absences, a Committee Member will receive an action plan, and non-adherence to the action plan will result in disciplinary action, up to and including dismissal from the Committee or the COM. The Committee may elect to provide an exception to this policy by a two-thirds (2/3) vote during a meeting of the Voting Members of the XXXXXX Committee at which a quorum of Voting Members is present.

**ARTICLE 4. OFFICERS**

Section 4.1 Designation.

The XXXXXX Committee shall be governed by Chair (“Chair”).

Section 4.2 Duties

 The Chair shall:

* + 1. Preside over meetings of the XXXXXX Committee.
		2. Be responsible for drafting all recommendations to the Dean’s Council concerning decisions regarding physical plant and real property or potential policy changes.
		3. Prepare the agenda for all meetings, with assistance from the Committee.
		4. Notify the membership of all meetings and report the results of all votes.
		5. Cast a tie-breaking vote when required.

**ARTICLE 5. MEETINGS**

Section 5.1 Regular Meetings.

1. The XXXXXX Committee will meet at least every other month throughout the academic year. Additional meetings are to be scheduled as needed.
2. Regular meetings of the XXXXXX Committee are open to all Committee members as well as Noorda-COM faculty and staff who are not Committee members.

Section 5.2 Notice of Meeting.

 Notice of each meeting of the XXXXXX Committee stating the date, time, and place of the meeting shall be given to the Members of the XXXXXX Committee at least four days prior to the meeting when feasible. Notice will be given exclusively via email communication.

Section 5.3 Quorum.

 For a meeting of the XXXXXX Committee, the presence of at least 50% of the Voting Members will constitute a quorum.

Section 5.4 Voting by Proxy.

 A voting member intending to vote by proxy must receive written approval from the Chair in advance of a committee meeting. Written request for approval must include the name and title of the designate, and the length of time for which the voting member is requesting a designate. Whenever possible, requests must be received at least one business day in advance of a scheduled meeting. Approval must be given in writing.

Section 5.5 Action Without Meeting.

 No action may be permitted by the XXXXXX Committee without a meeting.

Section 5.6 Agenda

 The Chair of the XXXXXX Committee shall set the agenda for the meetings of the XXXXXX Committee.

Section 5.7 Notice of Voting Items

Proposals, recommendations, and suggestions demanding committee decision shall be submitted to the Committee Chair no later than five business days prior to the meeting. Items not meeting the deadline may be discussed but not voted upon. Exceptions may be approved by a two-thirds (2/3) vote of the committee.

**ARTICLE 7. RECORDS**

Section 7.1 Minutes.

 The XXXXXX Committee shall keep minutes of all meetings that serve as permanent records. A record of all actions taken shall also be included. The Chair of the XXXXXX Committee and the Administrative Assistant for the XXXXXX Committee shall maintain the Minutes of the XXXXXX Committee.

 XXXXXX Committee meeting minutes shall be made available to all committee members within five (5) business days of the meeting.

**ARTICLE 8. FIDUCIARY RESPONSIBILITY**

Section 8.1 Discharge of Duties

 Each Member of the XXXXXX Committee, including the Chair shall discharge his or her duties: (i) in good faith, (ii) with the care an ordinarily prudent individual in a like position would exercise under similar circumstances, and (iii) in a manner that the individual reasonably believes to be in the best interests of Noorda-COM.

**ARTICLE 9. AMENDMENTS OF BYLAWS**

Section 9.1 Amendment Procedures

 These Bylaws may be amended, repealed, or altered, in whole or part, and new Bylaws may be adopted by a three-quarters (3/4) vote during a meeting of the Voting Members of the XXXXXX Committee at which a quorum of Voting Members is present.