

STATE UNIVERSITY OF NEW YORK  
DOWNSTATE MEDICAL CENTER

**By-Laws of the  
Faculty and Professional Staff Assembly of the College of Medicine**

PREAMBLE

In keeping with the policies of the Board of Trustees of the State University of New York, and in compliance with the directive set forth in the Faculty By-Laws of the Downstate Medical Center, the members of the Faculty and Professional Staff Assembly of the College of Medicine (FPACM) do hereby enact these By-Laws for the purpose of establishing the organization of the Faculty and Professional Staff of the College of Medicine, and designating the policies and procedures necessary for the definition and execution of its duties and responsibilities.

ARTICLE I

DEFINITION OF TERMS

- Item 1. "University": State University of New York.
- Item 2. "Board of Trustees": Board of Trustees of the State University of New York.
- Item 3. "Chancellor": The Chief Administrative Office of the State University of New York.
- Item 4. "Medical Center": Downstate Medical Center of the State University of New York, abbreviated as SUNY-DMC.
- Item 5. "President": The Chief Administrative Officer of the Downstate Medical Center.
- Item 6. "College": The College of Medicine of the SUNY-DMC.
- Item 7. "Dean": The Dean of the College of Medicine of the SUNY-DMC.
- Item 8. "Faculty": The Faculty of the College of Medicine of the SUNY-DMC, consisting of the Chancellor of the University, President of the Medical Center, the Dean of the College of Medicine, other administrative personnel who also hold academic appointments in the College, and all members of the academic staff of the College.
- Item 9. "Academic Staff": Those persons having full academic rank, or qualified academic rank in the College as defined in Article II, Policies of the Board of Trustees.

**Item 10.** "Professional Staff: All persons in the departments of instruction in the College occupying positions designated by the President and confirmed by the Committee on Faculty and Professional Staff Personnel Policies or as defined in the contract negotiated under the Taylor Law, as directly supporting the educational and research goals of the College.

**Item 11.** "Consult with Faculty and Professional Staff: Consultation shall take the form of discussion and advice prior to the taking of official action.

**Item 12.** "Department": An administrative unit responsible for the imparting of a body of knowledge as recognized in the courses of instruction required in the first three years of medical school.

## ARTICLE II

### AUTHORITY AND RESPONSIBILITIES OF THE FPACM

The FPACM is authorized to develop and implement programs and policies in accordance with the standards for Articles of Governance of the University Faculty Senate of State University of New York as promulgated by the Policies of the Board of Trustees. The responsibilities of the FPACM include the following:

- Item 1. The development and conduct of educational, research and service programs of the College.
- Item 2. The establishment and continuous review of academic standards.
- Item 3. Formulation of Faculty and Professional Staff personnel policies relative to appointments, promotions, and selection of administrative officers, department chairmen and division chairpersons.
- Item 4. Participation in the formulation and implementation of budgetary policies of the College.
- Item 5. Encouragement of student participation in the development of educational programs of the College.
- Item 6. Participation with the administration in the periodic assessment of Faculty Professional Staff and Administrative activities in the areas of FPACM responsibility.

## ARTICLE III

### ORGANIZATION OF THE FPACM

#### SECTION A. FACULTY AND PROFESSIONAL STAFF ASSEMBLY OF THE COLLEGE OF MEDICINE:

The organization shall be known as the Faculty and Professional Staff Assembly of the College of Medicine, abbreviated FPACM.

Item 1. **Membership.** Membership in the FPACM shall consist of the Faculty, the Academic and the Professional Staff of the College as defined in Article I, Items 8, 9, and 10.

Item 2. **Voting Membership.** The voting members of the FPACM shall be as follows:

- a) The Chancellor of the University and
- b) The President of the SUNY-DMC; and
- c) The Dean of the College of Medicine; and
- d) Those members of the Faculty of the College of Medicine with professional rank or with the rank of instructor.
- e) Members of the Professional Staff as defined in Article I, Item 10 who have completed at least one year of professional service.

#### SECTION B. OFFICERS OF THE FPACM:

Item 1. The officers of the FPACM shall consist of a Presiding Officer, a Presiding Officer Elect and a Secretary. The Secretary shall be elected every two years and shall serve for two years. The Presiding Officer Elect shall be elected every two years and shall assume the office of Presiding Officer automatically at the expiration of the Presiding Officer's term or whenever that office becomes vacated. The Presiding Officer shall serve for two years. The Presiding Officer and Presiding Officer Elect shall not be eligible to serve again in the same office until two years have elapsed.

In the event an elected officer fails to meet his or her responsibilities as stated in these By-Laws as determined by a two-thirds majority vote of the Executive Committee, the officer shall be removed by a two-thirds majority of the votes received by a mail or electronic ballot of the members of the FPACM.

If the Presiding Officer Elect or Secretary fails to complete a term, a new Presiding Officer Elect or Secretary shall be elected at next election date by the method described in these By-Laws (Article VI). The Presiding Officer, with the consent of a majority of the Executive Committee, will appoint an interim Presiding Officer Elect or Secretary.

Item 2. The duties of the officers shall be as follows:

a) The Presiding Officer shall preside at the meetings of the FPACM and the Executive Committee, and shall be an ex-officio member of all FPACM and Executive Sub-Committees, and perform such duties as are appropriate to the office. The Presiding Officer shall appoint a Parliamentarian each year who shall also serve as Parliamentarian of the Executive Committee. The Presiding Officer shall be a member of the College of Medicine Dean's Council of Chairs.

b) The Presiding Officer Elect shall assist the Presiding Officer in performing his or her duties and shall preside in the event of his or her absence.

c) The Secretary of the FPACM shall notify membership of all meetings, keep minutes and records of the FPACM, and distribute the minutes of meetings of the Executive Committee to each member within two weeks after each meeting. The Secretary will ensure that a permanent file of the minutes, an up-to-date copy of these By-Laws, and a roster of the FPACM voting membership are maintained in the SUNY-DMC Archives for the use and inspection by members of the FPACM.

#### SECTION C. MEETINGS OF THE FPACM

Item 1. Regular Meeting. Two regular meetings of the FPACM shall be held in each academic year, one in the Fall semester and one in the Spring semester. Members of the academic community of SUNY-DMC and students of the College of Medicine are invited to attend any of the meetings of the FPACM and express their opinions on any matters under discussion.

Item 2. **Special Meetings.** Special meetings may be called the Chancellor, the President, the Dean, the Presiding Officer of the FPACM, or at the written request of 10 or more members of the Executive Committee. Furthermore, special meetings must be called by the Presiding Officer upon written application of 25 members of the voting Faculty or Professional Staff. This shall be done within 10 days of receipt of such application. The business of such meetings shall be indicated on the advance notice of the meeting distributed to the Faculty and Professional Staff, and any actions taken shall be limited to those matters set forth in the application.

Item 3. **Quorum.** A Quorum at any meeting of the FPACM shall consist of a minimum number of 40 voting members.

Item 4. **Notice of Meetings.** Except in the case of special meetings, the Secretary of the FPACM shall notify voting members by email and by public announcement at least one week in advance of a meeting.

Item 5. **Order of Business.** The order of business at the FPACM meetings, except for special meetings, shall be:

- a) Reading and approval of minutes of previous meetings.
- b) Report of the Chancellor.
- c) Report of the President.
- d) Report of the Dean.
- e) Report of the Presiding Officer.
- f) Report of elections, when applicable.
- g) Reports of Committees,
- h) Report of the Secretary,
- i) Old Business.
- j) New Business. Items of new business may be presented at any meeting of the FPACM.

Unlimited discussion is allowed but discussion may be terminated by a majority vote of those present and voting. Any resolution may be voted upon without delay by voice vote and

considered passed if approved by a simple majority of assembly members present and voting.

When a resolution is passed by fewer than 25 votes, it shall become valid unless either of the following circumstances occur:

- 1) The Executive Committee, at its next meeting, sends the resolution to all members of the FPACM for a mail or electronic ballot, or
- 2) A petition of 25 members of the FPACM is submitted to the Executive Committee within 45 days of the Faculty Assembly. Such a petition requires that the resolution be sent to all members of the FPACM for a mail or electronic ballot.

Item 6. Unless otherwise provided in these By-Laws, the latest edition of Robert's Rules of Order shall govern the conduct of business of the FPACM.

## ARTICLE IV

### EXECUTIVE COMMITTEE OF THE FPACM

#### Membership:

The Executive Committee shall consist of sixteen elected members in addition to the elected officers of the Faculty and Professional Staff, with the following provisions: 1) At least one member of the Professional Staff shall be elected to the Committee. 2) One faculty member from an affiliated hospital shall be elected. 3) At least six but not more than eight members shall be elected from either basic science or clinical departments. There shall be at least two members representing each of the two basic science department. No department shall be represented by more than two members except for departments that have 50 or more full time members. Fifty member departments may be represented by no more than 3 individuals. The Presiding Officer, Presiding Officer Elect, and Secretary of the FPACM shall be elected as specified in Article IV. Following completion of his or her term of office, the Presiding Officer shall remain as a voting member of the Executive Committee for two years as Past Presiding Officer.

#### Officers of the Executive Committee:

a) Chairperson. The Presiding Office of the FPACM shall be the Chairperson. In his or her absence, the Presiding Officer Elect shall preside. In the event both Presiding Officer and Presiding Officer Elect are absent, the Secretary shall preside at meetings and shall designate a committee member to act as Secretary. In event that the current officers of the Executive Committee are not present then the immediate past president shall preside.

b) Vice-Chairperson. The Presiding Officer Elect of the FPACM shall be the Vice-Chairperson.

c) Secretary. The Secretary of the FPACM shall serve as Secretary to the Executive Committee.

d) Parliamentarian. The Parliamentarian of the FPACM shall serve as Parliamentarian of the Executive Committee.

#### Meetings:

a) The meetings of the Executive Committee shall be open to all voting members of the FPACM. A closed session may be called by a vote of two-thirds of the members of the Executive Committee present and voting.

- b) The first regular meeting of the Executive Committee shall take place in September. Thereafter, the Executive Committee shall meet regularly each month with a meeting to precede each meeting of the FPACM.
- c) Special meetings may be called at any time by the Presiding Officer or at the written request of three members of the Executive Committee.
- d) The Secretary of the Executive Committee shall be responsible for the preparation and distribution of the minutes of the meetings of the Executive Committee. Distribution shall be to the members of the Executive Committee. Copies shall be sent to the SUNY-DMC Archives and made available to any voting member of the SUNY-DMC Faculty or Professional Staff upon request.
- e) The minutes shall include the time and place of the next scheduled meeting.

**Functions:**

- a) The Executive Committee shall consider all matters referred to it by its Presiding Officer, by the FPACM, by academic community and by the Administration of the College.
- b) The Executive Committee shall review the status of Faculty and Professional Staff participation in Department and College-wide functions. The Executive Committee shall determine whether such participation is consistent with the Policies of the Board of Trustees of the State University of New York, with the By-Laws of the Medical Center, and with the By-Laws of the College. Recommendations for revisions of Faculty and Professional Staff participation shall be made when necessary.
- c) The Executive Committee shall be responsible for the preparation of an agenda for each FPACM meeting. The Secretary of the Executive Committee shall be responsible for distribution of the agenda and the announcement of all FPACM meetings at least one week in advance by email.
- d) The Executive Committee shall discuss and deliberate upon those reports and resolutions that are submitted to it as described in Article V, Function o), or by its sub-committees. It shall study such reports and resolutions, particularly from the standpoint of their impact on the total

operations of the College. The Executive Committee, through the Presiding Officer, shall present its recommendations to the dean and at a meeting of the FPACM present its recommendations for discussion and action. A minority shall be entitled to submit a report at the time of the sub-committee reports.

- e) The Executive Committee shall ensure that resolutions affecting center-wide activities are communicated to the FPACM and to the Faculty and Professional Staff Assembly of the Medical Center (FPAMC) for its consideration and action before referral to the President or Dean.
- f) The Executive Committee shall have authority to recommend the formation of ad-hoc committees of the FPACM, and have authority to establish sub-committees of the Executive Committee for business which in its judgement is not the responsibility of a regular standing sub-committee.
- g) The Executive Committee shall be authorized to confer, have knowledge of and review with the Dean and the President matters concerning the Medical School budget and shall make recommendations to them regarding salaries, equipment and related items. The Executive Committee is to represent the FPACM in all matters relating to budget. It shall report annually to the FPACM concerning the above considerations.
- h) The Executive Committee shall be authorized to initiate recommendations and resolutions to the Dean and the President in the interest of the College Faculty and Professional Staff.
- i) The Executive Committee shall be responsible for keeping a permanent file of reports and the texts of adopted resolutions of all other Faculty Assemblies of the Medical Center.
- j) They shall select from their own membership eight individuals, one of whom shall be from the Professional Staff and one Faculty member from an affiliated hospital in addition to their officers to serve as College of Medicine representatives on the ~~Center-Wide CFPS~~ FPAMC.

**Standing Sub-Committees of the Executive Committee:**

The Executive Committee shall have the following standing sub-committees:

- A) Faculty and Professional Staff Personnel Policies, Promotions and Appointments
- B) Research, Resources, and Budget

- C) By-Laws
- D) Committee on Student Admissions and Academic Standards
- E) Committee on Student Activities
- F) Committee on Educational Policy and Curriculum (CEPC)
- G) Committee on Academic and Professional Qualifications (CAPQ)
- H) Committee on Nominations, Elections, and Ballots

Members of standing sub-committees of the Executive Committee shall be selected by such methods as it deems appropriate within the guidelines specified under "membership" of each standing subcommittee or by other sections relating to membership. Chairpersons of standing subcommittees shall be selected as specified in Article V, Function j).

Item A            FACULTY AND PROFESSIONAL STAFF PERSONNEL POLICIES, PROMOTIONS  
AND APPOINTMENTS SUB-COMMITTEE

**Membership:**

This Sub-Committee shall consist of seven members including at least one member of the Professional Staff and one faculty member from an affiliated hospital.

**Functions:**

- a) The Sub-Committee shall review periodically all personnel policies pertaining to the College Faculty and Professional Staff including the review of the performance of departmental chairpersons to ensure consistency with the Policies of the Board of Trustees of the State University of New York.
- b) The Sub-Committee shall develop, recommend, and assist in implementing policies dealing with promotions, tenure, appointments, work-loads, faculty-administration relations, and associated matters in the College and make its recommendations to the Executive Committee.
- c) The Sub-Committee shall develop criteria for designation of the Professional Staff not covered in the contract negotiated under the Taylor Law.

**Membership:**

The Research, Resources and Budget Sub-Committee shall consist of five members at least one of whom shall be from the Professional Staff.

**Functions:**

- a) The Sub-Committee shall initiate, plan and develop ways and means of securing and maintaining support for research activities of the Faculty of the Medical School from within the State University system and from external sources and make recommendations to the Executive Committee.
- b) The Sub-Committee shall review periodically the established procedures for development, support and approval of research activities of the Faculty of the College and recommendations to the Executive Committee.
- c) The Sub-Committee shall review periodically the role of the research activities in the context of the entire educational effort of the College and make recommendations to the Executive Committee.
- d) The Sub-Committee shall review periodically the utilization of the physical facilities of the College of Medicine.
- e) The Sub-Committee shall review overall fiscal direction of established proposed educational and related programs of the Medical School and make recommendations to the Executive Committee.
- f) The Sub-Committee shall initiate, develop and plan criteria and machinery that will ensure faculty participation in the preparation of the Medical School Budget and the Departmental Budgets and make recommendations to the Executive Committee.
- g) The Sub-Committee shall periodically review established procedures relating to planning and budget and make recommendations to the Executive Committee.

- h) The Sub-Committee shall consider and act upon new proposals relating to its functions that originate from members of the Medical School.

**Membership:**

The By-Laws Sub-Committee shall consist of five members including at least one member of the Professional Staff.

**Functions:**

- a) The Sub-Committee shall review periodically the By-Laws of the Faculty and Professional Staff of the College to determine whether such By-Laws are consistent with the Policies of the Board of Trustees of the State University of New York and the By-Laws of the Faculty and Professional Staff of the SUNY-DMC, and make recommendations to the Executive Committee.
- b) The Sub-Committee shall initiate and develop necessary amendments or revisions to the By-Laws of the College consistent with the Policies of the Board of Trustees of the State University of New York and the By-Laws of the Faculty and Professional Staff of the SUNY-DMC, and make recommendations to the Executive Committee.

**Membership:**

The Student Admissions and Academic Standards Sub-Committee shall consist of five faculty members including one faculty member from an affiliated hospital. In addition, there should be three voting student members from the College of Medicine and one voting member from the House Staff.

**Functions:**

- a) The Sub-Committee shall study continually the admissions policy and academic standards of the College and, where deemed advisable, make recommendations dealing with matters in this area to the Executive Committee.
- b) The Sub-Committee shall initiate and review policies pertaining to evaluation of academic performance of students, examination procedures, awarding of honors and granting of diplomas, and shall make appropriate recommendations to the Executive Committee.
- c) The Sub-Committee shall act with the Student Admissions, Academic Standards, Student Activities and Faculty-Student Relations Committee of the School of Graduate Studies to review and propose changes in admissions policy and academic standards as these pertain specifically to students enrolled in combined MD/PhD programs.

**Membership:**

The Faculty-Student Relations Sub-Committee shall consist of four faculty members, two students from each medical school class, a member of the housestaff and the Director of Student Life.

**Functions:**

- a) The Sub-Committee shall review, in cooperation with student and housestaff organizations, faculty participation in student activities and make appropriate recommendations to the Executive Committee.
  
- b) The Sub-Committee shall review periodically the status of Faculty-Student relations, and initiate recommendations to the Executive Committee in this area.

**Membership:**

The Sub-Committee on Educational Policy and Curriculum shall consist of seven members, in addition to the chairperson. At least one member shall be a faculty member from an affiliated hospital. Three members shall be from basic science departments, three from clinical departments with no more than one member from a department. In addition, there shall be one voting student member from each class of the College of Medicine and one voting member from the house staff.

**Functions:**

- a) The Sub-Committee on Educational Policy and Curriculum shall study continually the educational policy of the College.
- b) The Sub-Committee shall advise the Executive Committee regarding the development of the curriculum, review changes therein and report these recommendations to the Executive Committee and the FPACM who then shall forward these recommendations to the Dean.

Item G            ACADEMIC AND PROFESSIONAL QUALIFICATIONS (CAPQ)  
                         SUB-COMMITTEE

Membership:

The Sub-Committee on Academic and Professional Qualifications (abbreviated: CAPQ) shall consist of eleven tenured faculty, at least one of whom shall be on the staff of an affiliated hospital. The members of the committee shall be elected in the spring of each year by the FPACM from a slate of candidates presented to FPACM jointly by the Dean and the Committee on Nominations, Elections and Ballots and may be supplemented by nominations from the floor. No more than two Departmental Chairpersons may be elected to membership of the Committee, however, should a member of the committee be promoted to chair, he/she may remain on the committee to serve out his/her term of office. No more than two members of the same Department may serve on CAPQ at the same time unless an exemption is approved by the Executive Committee. Within one month of the presentation of nominees, a mail ballot shall be distributed by the Sub-Committee on Nominations, Elections and Ballots, as outlined in Article IV, Item H, Function d). Members shall serve for three years. Should any member be unable to complete his or her term of office, the Presiding Officer with the consent of the Executive Committee shall appoint a temporary replacement until the next election.

Functions:

- a) The Sub-Committee shall establish procedures for its operations and submit such procedures to the Executive Committee for its approval.
- b) The Sub-Committee ~~shall develop~~ may suggest changes in the criteria for qualifications for each rank and for attainment of tenure ~~in consultation with the Dean and submit such criteria to the Faculty and Professional Staff Personnel Policies, Promotions and Appointments Sub-committee and to the Executive Committee for consideration.~~
- b) Procedures of operations and qualification for each rank and attainment for tenure shall be attached to the minutes and be made available in the SUNY-DMC Archives following approval of the Executive Committee.
- c) The CAPQ shall review the credentials of individuals presented for appointment and/or promotion to the rank of Associate Professor or Professor and for all individuals presented for continuing appointment (tenure), and make recommendations to the Dean for action.

Procedures for Recommendations for Tenure and Promotion

A recommendation for promotion or tenure may originate from the Departmental Chairperson, or a recommendation for promotion or tenure may originate from a Departmental Promotions and Tenure Committee (the Alternate Route Committee).

Each Department in the College of Medicine must have an Alternate Route Committee. The Alternate Route Committee shall consist of five tenured faculty in departments of 20 or more full time faculty and three tenured faculty in small departments. Committees in departments with fewer than the specified number of tenured faculty shall consist of three tenured or non-tenured faculty. All members of departmental committees shall be elected by the departmental faculty for a term of three years. Departmental chairpersons and members of the CAPQ may not serve on these committees.

A faculty member may request a review by the Alternate Route Committee of her/his academic and professional qualifications and credentials for tenure or promotion at any time with the following exception; only one review per academic year is allowed. The Alternate Route Committee must review the request for promotion and/or tenure and report their findings directly to CAPQ within 60 days of the request. - The CAPQ shall take appropriate action and forward its recommendation (whether positive or negative) to the Dean of the College of Medicine.

## Affiliated Hospital Procedures for Tenure

Faculty at all affiliates (major, graduate, or limited) should prepare curricula vitae and collect supporting materials, such as letters of recommendation, in accordance with CAPQ guidelines. It is recommended that each affiliate candidate have their application reviewed by the departmental promotions committee and/or Chairman of the corresponding clinical department at SUNY-Downstate in order to determine the suitability of the candidate for the requested title and to assure that the application materials are complete and properly prepared. A letter of recommendation from the promotions committee and/or Chair of the corresponding clinical department at SUNY-Downstate must accompany the candidate's application package.

All affiliated faculty, regardless of the affiliate's classification (major, graduate, or limited) will be reviewed on the basis of their contributions to the SUNY Downstate Medical Center including, but not limited to, research, teaching SUNY Downstate students and residents, service on SUNY Downstate committees, and/or service on committees at their home institution. The CAPQ will determine the "point" value of these activities using current CAPQ guidelines at the time of review and with an understanding of the affiliation type.

Should a faculty member feel that they are qualified for promotion and will not have a supporting letter from the corresponding Chair at SUNY Downstate, a departmental "alternate route committee" from SUNY Downstate can be utilized to provide a letter of recommendation to the CAPQ, in accordance to the guidelines for alternate route committees (see below).

SUNY Downstate committees for governance, including the CAPQ, have positions for faculty from affiliated institutions.

### Appeals of Decisions of the CAPQ

1. If the CAPQ turns down an application for promotion or tenure that has been proposed by the Department Chairperson and/or the Departmental Promotions and Tenure Committee (Alternate Route Committee), then either of these parties may initiate an appeal to the Appeals Board.
2. The Appeals Board shall consist of three voting members. One voting member shall be the Presiding Officer of the Faculty and Professional Staff Assembly; the Presiding Officer Elect shall serve as his or her alternate. The Executive Committee shall select four full professors, two from Basic Sciences Departments and two from Clinical Departments; one from each discipline shall serve as a full member of the Appeals Board and the other shall be the alternate. Members and alternates will serve a one - year term, but are eligible for reappointment by the Executive Committee.
3. The Appeals Board will review the submitted appeals, and each member will make an individual recommendation to the Dean, who will then make the final judgment.

**Membership:**

The Sub-Committee on Nominations, Elections and Ballots shall consist of seven members including one member of the Professional Staff and one faculty member from an affiliated hospital, to be appointed by the Executive Committee annually in the fall and shall serve for one year.

**Functions:**

- a) It shall be the responsibility of the Sub-Committee to maintain and develop a current and continuing roster of voting members.
- b) The Sub-Committee shall recommend two or more candidates for the office of Presiding Officer Elect and Secretary. In the event that an incumbent is nominated for reelection, it shall not be necessary for the Committee to nominate a second candidate. In the event that the preceding Presiding Officer Elect is unable to take office as Presiding Officer, the Committee shall also recommend two or more candidates for the office of Presiding Officer.
- c) The Sub-Committee will present the final slate for review by the Executive Committee and the Dean two weeks prior to the April meeting of the FPACM. Nominations of candidates other than those recommended by the Committee may be made from the floor of the FPACM at the time the Sub-Committee presents its recommendations.
- d) At the April meeting of the FPACM, the Sub-Committee shall present its list of nominees for all pending vacancies. Within one month subsequent to the April meeting of the FPACM, the Committee shall transmit through whatever means available, including electronic, to each voting member of the FPACM, a ballot listing all the nominees (including those nominated from the floor) for the various pending vacancies. From the date of transmittal, two weeks shall be allowed for the return of the ballots to the Sub-Committee. Immediately, at the expiration of this period, the Sub-Committee shall tabulate the votes and report the results to the President, the Deans of the Colleges of the Medical Center, the Secretary of the FPACM, and the Presiding Officer of the FPACM and to the College. The names of newly elected officers shall be announced in May.

- e) Additional responsibilities of the Sub-Committee on Nominations, Elections and Ballots shall include the following:
1. Supervise any special election.
  2. Ensure that specified representation on the various committees is followed.
  3. Maintain an up-to-date listing of membership of all FPACM and Executive Committee and make this available in the SUNY-DMC Archives for inspection and use by the Faculty and Professional Staff.
  4. Supervise the counting of all mail or electronic ballots for elective offices.
  5. Supervise the counting of all mail or electronic ballots on resolutions and amendments.

## ARTICLE V

### GENERAL RULES FOR ALL COMMITTEES

The following General Rules shall apply to all Sub-Committees of the FPACM and the Executive Committee.

- a) The President, the Dean and the Presiding Officer of the FPACM or their designated representatives shall be ex-officio members without vote on all committees, unless specifically prohibited in these By-Laws.
- b) All voting members of the FPACM shall be eligible for membership on these committees unless otherwise stated in these By-Laws.
- c) No single department of instruction, discipline or subject in the College shall have more than two representatives on any one committee/sub-committee. Officers, professional staff and affiliated hospital members shall not be considered representatives of specific departments for this purpose.
- d) Unless otherwise specified in these By-Laws, at the first selection, half of the representatives on a committee shall be selected for one year and the remaining representatives shall be selected to serve for two years. In subsequent selections, to fill various vacancies resulting from expired terms, the selected persons shall serve two years.
- e) The names of members and officers of all committees shall be announced before the end of the academic year, and they shall serve for the ensuing year(s) beginning the following September 1.
- f) A committee member is eligible for re-election, unless otherwise stated in these By-Laws.
- g) If a member of a committee cannot serve the full term, the Chairperson of the Committee shall appoint a pro-tem member to serve on the Committee for the remainder of the un-expired term except for the CAPQ.
- h) Each member of a committee shall be entitled to one vote at meetings of that committee, i) A quorum shall consist of a majority of faculty and professional staff members of the committee except in the case of the CAPQ.
- i) A quorum shall consist of a majority of faculty and professional staff members of the committee expect in the case of the CAPQ.

- j) The Presiding Officer of FPACM shall annually appoint a chairperson for each of its standing sub-committees with the consent of a majority of the voting members of the Executive Committee who are present. This appointment will be presented to the Executive Committee who may choose to either accept the nominee of the Presiding Officer or may nominate additional candidates for sub-committee chairperson.
- k) Each committee shall hold its initial meeting as soon as practicable after the beginning of the academic year in the month of September. The Chairperson of the standing sub-committees during the preceding year, whether or not he or she remains as a member of the committee, shall be responsible for calling this initial meeting.
- l) All committees shall be responsive to inquiries, recommendations or communications from the College community.
- m) The chairpersons of standing sub-committees shall appoint members to assist the Sub-Committee in carrying out its responsibilities with the advice and consent of the Presiding Officer. Membership in such sub-committees may be from among the voting and non-voting members of the Faculty, Professional Staff, Student Body and House Staff of the College. When areas of specific interest to individual department, divisions, disciplines or subjects within the College are involved, the sub-committee shall have, when possible, at least one representative from the group concerned.
- n) A minority shall be entitled to submit a report at the time that a committee makes its report.
- o) Sub-Committees will report items for action and minutes of the meeting to the Secretary of the Executive Committee within 3 weeks of the meeting.
- p) Chairs of Sub-Committees or their representatives should be present at all meetings of the Assembly and the Executive Committee. If not a member of the Executive Committee they may have voice but not vote.
- q) All Sub-Committees shall meet at least quarterly.
- r) Members of Sub-Committees unable to regularly attend meetings are subject to replacement for the current term by the chairperson of the sub-committee with the concurrence of the Executive Committee.

- s) Sub-Committee Chairs shall be subject to replacement by a two-thirds vote of the Executive Committee on the recommendation of the Presiding Officer for cause. (Unless otherwise stated in the By-Laws). In the case of the CAPQ it shall be with the approval of the Dean.
- t) Where student representation is warranted on sub-committees, those students shall be designated by the Medical Student Council.
- u) Where housestaff representation is warranted on sub-committees, those housestaff shall be designated by the Graduate Medical Education Residents Sub-Committee.

## ARTICLE VI

### ELECTIONS

Any voting member of the FPACM shall be eligible to hold office as Presiding Officer, Presiding Officer Elect, or Secretary, and to cast a ballot in such elections. The ballot for the above-named officers of the FPACM shall be transmitted, deposited and counted as described in Article IV, Section D, Function d).

Requirements for Election:

1. In all elections a majority of the votes cast shall be sufficient for election.
2. If there is a possibility that no candidate will receive a majority of the votes, the preference of the majority shall be determined by a system of preferential balloting.
3. In elections where there is a group of candidates for more than one vacancy on a committee, the candidates with the most votes shall be elected even if a majority is not attained.

ARTICLE VII  
AMENDMENTS TO THE BY-LAWS

**Presentation of Amendments:**

Proposals to amend these By-Laws must be made on the written petition of 25 voting members of the FPACM to the Presiding Officer of the FPACM, or by a two-thirds vote of the Executive Committee at least two weeks before discussion at a FPACM meeting.

**Method of Voting on Amendments:**

a) Within two weeks of termination of discussion on a proposed amendment, a secret ballot (accompanied by the text of the final proposed amendment and, when appropriate, the text of the existing by-laws it seeks to supersede) shall be transmitted by the Secretary of the FPACM to voting members. The ballots shall be counted by the Sub-Committee on Nominations, Elections and Ballots and the result of the vote shall be communicated to the membership. The results of the vote and the count shall be made available within two weeks of the mailing of the ballot. The text of passed amendments shall be transmitted to the Board of Trustees, Chancellor, and Provost of the State University of New York, the University Senate, the President of the Center, the Dean, and Associate Deans of the College.

b) These By-Laws may be amended by a two-thirds majority of the votes cast in favor of the amendment.

c) An amendment to these By-Laws shall go into effect immediately upon its adoption unless the motion to adopt specifies a time for its going into effect or the FPACM has previously adopted a motion to that effect.

**Adopted: October 19, 2009**