

BY-LAWS
FACULTY POLICY COMMITTEE COLLEGE OF VETERINARY MEDICINE

Approved 4/9/71

Changed: Approved 12/10/72, 1/30/75, 8/20/75, 4/6/77, 6/96, 4/27/2006, 4/6/2017

- I. Name: This Committee shall be called the Faculty Policy Committee of the College of Veterinary Medicine.

- II. Purpose: The purpose of this Committee shall be:
 1. To advise the Dean of the College of Veterinary Medicine of faculty opinion on policy matters concerning the College of Veterinary Medicine. These matters should include faculty concerns and aspirations, student-faculty relations, student activities, goals of the College and short and long-range planning.
 2. Matters brought to the Committee should involve the establishment or interpretation of basic policy and should not involve matters which could be handled better by departmental or divisional administration. The Committee is not solely a Grievance Committee. Any problem or complaint brought to it should be accompanied by possible solutions.
 3. The Committee is to serve as a sounding board for the Dean concerning policy matters involving the College of Veterinary Medicine.
 4. The Committee is to represent the entire faculty of the College of Veterinary Medicine and its members should make every effort to represent the views of that faculty. They invite the faculty to make use of the Committee to discuss their concerns and ideas.
 5. The Committee is to conduct elections and appoint faculty members to Campus and University Committees and Councils in accordance with Section XI of the By-Laws.

- III. Membership: Membership shall consist of one member from each Department of the College of Veterinary Medicine and two members-at-large from the College of Veterinary Medicine.
 1. Eligibility for membership on the Committee:
 - a. All full-time ranked (regular and non-regular), non-administrative faculty members of the College of Veterinary Medicine, including assistant professors, associate professors, and professors shall be eligible for membership on the Committee.
 - b. Deans, Department Chairs, Associate Department Chairs and Directors are not eligible for membership on the Committee.
 2. The term of office shall be for three years.

3. No member may succeed him/herself on the Committee.
4. The term of office shall begin on July 1.
5. Election of members shall take place in May of each year.
6. Election shall be conducted by the Faculty Policy Committee in consultation with the Dean of Veterinary Medicine.
7. Elections shall be so staggered that the terms of no more than two members of the Committee expire in anyone year.
8. A department from which a member is to be elected shall, from among the members of that department, nominate two members for departmental representation on the Committee. Each department shall nominate one of the department members as a nominee for member-at-large.
9. The names of the nominees shall be submitted to the Chair of the Faculty Policy Committee. These names shall be placed on a ballot along with names from other departments from which a representative is to be elected.
10. Ballots containing the names of all members to be elected in a current election are to be submitted to all voting members of the College of Veterinary Medicine on or prior to May 10th of each year.
11. Ballots are to be marked and returned to the Faculty Policy Committee on or before May 17th.
12. The nominee from each department receiving the majority of all votes cast shall be the representative of his department for the three-year term. The nominee-at-large who receives the greatest number of votes shall be the member-at-large.
13. The nominee from each department that did not receive the majority of all votes cast shall be the alternate member to the Committee from the department. The nominee-at-large who receives the second greatest number of votes shall be the alternate member-at-large.
14. Vacancies on the Committee shall be filled by the alternate from the department concerned.
15. A vacancy occurring because neither the member nor the alternate is available shall be promptly filled by the department concerned for the unexpired term of the member.
16. The Faculty Council Members of the College of Veterinary Medicine shall be ex officio members of the Faculty Policy Committee of the College of Veterinary Medicine if he/she is not an elected member of that Committee. As an ex officio member he/she shall not have a vote in the Committee.

IV. Election of Officers:

1. The Committee shall elect a Chair and a Secretary.
2. The term of office shall be for one year for officers.
3. A majority of votes cast within the Committee shall serve to elect.
4. Vote for officers can be by secret ballot upon request by any member of the committee.
5. Officers shall be elected at the first meeting following the election of committee members in May, and shall be no later than June 15th.
6. Voting for officers shall be by all members of the Committee who will be members on July 1. Members whose term shall terminate on June 30, shall not be eligible to vote in the election of officers for the ensuing year.
7. The election procedures shall be conducted by the Chair of the Committee for the current year.
8. Committee members elected in the May election shall be invited to any meeting of the Committee held prior to July 1. They are invited to participate in discussions but, except for the election of Committee Officers for the year beginning on July 1, shall be ineligible to vote.

V. Controversial Matters:

1. Controversies within the Committee, should they arise, shall be adjudicated by reference to Robert's Rules of Order.

VI. Time of Meetings:

1. Committee communications shall occur monthly during the school year.
2. Special meetings may be called at any time by the Chair.
3. A meeting may be called by request of the Dean or by request of three faculty members if a special need arises.
4. Several Committee meetings each year should be scheduled that specifically include the CVM Dean. The committee should meet with the CVM Dean at least once during each of the three semesters.

VII. Quorum:

1. At least 4 of the 5 members of the Committee, or their representatives, must be present to hold a valid meeting.
2. The alternate representative from the department shall attend in the absence of the member.
3. It shall be the responsibility of the member who cannot attend a meeting to provide a representative from his own department in the event that the alternate is unable to attend.

VIII Minutes:

1. Minutes are to be kept of all committee meetings. Minutes should be distributed to the committee for corrections, additions, and final approval at or before the following meeting.
2. Copies of all approved minutes should be maintained by the Chair of the committee along with other documents related to committee activities. These documents will be passed on to the new Chair as of July 1st of each year.
3. Copies of minutes shall be accessible to the general faculty of the College. It is recognized that some issues may be considered confidential by either faculty or administration. The committee reserves the right to maintain aspects of committee discussions under confidentiality and that minutes will reflect those aspects of discussion that are deemed non-confidential.

IX. Reports:

1. Regular reports shall be made to the Dean on the activities of the Committee.
2. Reports should be made periodically to the faculty of the College of Veterinary Medicine during the year.

X. Changes in By-Laws:

1. These By-Laws shall be in effect when approved by majority vote at a Faculty Meeting of the College of Veterinary Medicine.
2. Changes or additions to these By-Laws can be made by vote of the faculty of the College of Veterinary Medicine.
3. A copy of a proposed By-Law change shall be submitted to all faculty members at least one week prior to the Faculty Meeting at which the vote is to be taken.
4. Changes or additions to these By-Laws may also be made by vote of the faculty of the College of Veterinary Medicine utilizing an electronic survey.

XI. Election and Appointment of Faculty Members ~ Campus and University Committees and Councils.

1. The Faculty Policy Committee of the College of Veterinary Medicine shall serve as the Election Board for the College, when elections are required to provide faculty representation to Campus or University Committees or Councils.
2. Such committees and councils will include the Faculty Council on UMC Policy, the Faculty Tenure Committee and other committees and councils as may be formed that require elected faculty representation.
3. Each Department will nominate one candidate for each required position. The Committee will prepare a ballot containing the names of all nominees. Ballots will be sent to the faculty for voting. They will be due back to the Committee within fourteen days from distribution. The nominee receiving the majority of the votes cast will be elected, and, if called for, the alternate will be the nominee receiving the second greatest number of votes.
4. If no nominee receives a majority of the votes cast, there will be a runoff election (s) between the two candidates receiving the most votes. Subsequent elections (s) will be conducted by the same mechanism as the first. In the event of a runoff election the person receiving the majority votes cast will be elected. The person receiving the second greatest number of votes will serve as alternate.
5. If more than one representative is required, the two receiving the highest number of votes will serve as representatives and the nominee receiving the third greatest number of votes will serve as alternate and so on.
6. When requested to do so by administrative officers or when commissioned to do so by the Faculty By-Laws, the Faculty Policy Committee shall appoint faculty members to Campus and University Committees and Councils; this will include but not be limited to the Faculty Committee on Responsibility.
7. The method of appointment will be by majority vote of the Committee.

XII. Responsibilities of alternate members of the Faculty Policy Committee

1. Regular members of the FPC should make every effort to attend FPC meetings. In the event a regular member is not available, he/she should contact their alternate, who should attend the FPC meeting and provide a vote, when required.
2. At the conclusion of the meeting, the alternate member is to communicate directly with the regular member and provide the regular member with an update and action items. Follow up is to be performed by the regular committee member.

XIII. Confidentiality of FPC meetings and deliberations

1. It is recognized that certain deliberations taking place amongst members at FPC meetings are confidential. In order to avoid lengthy delays in committee processes, email may be used as a valuable form of communication and deliberation for FPC members. Discussions taking place amongst committee members and alternates including those utilizing email are considered confidential and will not include any person(s) outside the committee.
2. Information regarding FPC meetings and deliberations will not be shared with any person(s) outside the FPC. All information regarding deliberations and committee meeting minutes that are to be disseminated to faculty will be distributed via meeting minutes that are reviewed and approved by the FPC and posted on the CVM website, and/or at CVM committee meetings by the FPC chair.
3. Any questions or concerns that faculty members or committee members may have in regards to the FPC should be brought to the attention of the FPC members and/ or the FPC chair.