FACULTY COUNCIL BYLAWS

1. DUTIES AND FUNCTIONS

1.1 The Faculty Council shall be the principal source of faculty input to the administration of The Geisel School of Medicine at Dartmouth and have regular meetings in between those of the entire faculty, which should occur at least twice yearly.

1.2 The Faculty Council shall directly report to the Faculty and to the Dean of Geisel and shall serve as a means of communication from the Dean’s office to the faculty.

1.3 The Faculty Council shall review all topics that, in the opinion of the Council or the Dean, require direct faculty input, including major curricular revisions, general faculty representation on standing Geisel committees, graduation requirements, and new programs. Some issues must be referred for vote of the entire faculty.

1.4 In addition, the Faculty Council members shall be responsible for investigating matters of interest and concern to the faculty and presenting these issues to the administration; requesting and accepting from their constituencies suggestions for matters to be considered by the Council and opinions regarding matters of concern to the Faculty; maintaining effective faculty participation at Geisel; reporting the activities of the Council to their constituencies, particularly those that will have a significant impact on the institution; receiving regular reports from the Dean and other members of the administration on matters of relevance to the faculty; serving as a consultant to the Dean and ascertaining faculty opinion on matters that the Dean chooses to bring before it. These duties are facilitated by regular attendance at Council meetings and through regular consultation with constituencies.

1.5 The Faculty Council shall be responsible for advising the Dean on setting the agenda and calling the meeting for at least twice-yearly general faculty meetings (fall and spring). More frequent general faculty meetings may occur as needed.
2. MEMBERSHIP

2.1 The voting population of the Council shall consist of two members elected from each department of the medical school. One shall be a faculty member at a senior rank; the second shall be at a junior rank.

Terms shall be for three years and staggered.

Departments
Anatomy
Anesthesiology
Biochemistry
Community and Family Medicine
Genetics
Medicine
Microbiology and Immunology
Neurology
Obstetrics and Gynecology
Orthopedics
Pathology
Pediatrics
Pharmacology and Toxicology
Physiology and Neurobiology
Psychiatry
Radiology
Surgery
The Dartmouth Institute

There shall be two members elected to represent the community preceptors and one to represent the VA.

2.2 At least one member from each department shall be expected to attend every Council meeting.

2.3 The Council shall invite the Dean of the Medical School or his/her designee, and such other administrative officers as the Council may invite as nonvoting ex officio members for a specific part of each Council meeting. The past Chairs of the Council shall
also remain as nonvoting *ex officio* members for a period of 3 years after their term as chair ends.

3. **SUFFRAGE AND QUALIFICATIONS FOR OFFICE**

3.1 Faculty with regular appointments at the rank of Instructor or above, except as noted in paragraph 3.2., shall be eligible to vote for departmental representatives and to serve as Members of the Council.

3.2 Individuals holding faculty appointment as Instructor, but enrolled in graduate training programs, shall be eligible to vote but not for membership in the Council.

3.3 The Council shall be the sole judge of qualifications and eligibility of its members.

4. **ELECTION AND TENURE**

4.1 Members and alternates shall be elected by the faculty of their respective departments in May for a term of three years beginning in July.

**For Initial Appointment Terms:**

4.2 No member shall serve more than three years without an intervening period of at least two years, except that a member may serve a full three-year term after filling an unexpired term or a term of less than three years.

4.3 The following departments shall select a senior member for three years and a junior member for two years: Anatomy, Biochemistry, Genetics, Microbiology and Immunology, Obstetrics and Gynecology, Pathology, Pediatrics, Physiology and Neurobiology, Radiology. After the second year, a new junior member shall be selected.

The following departments shall select a junior member for three years and a senior member for two years: Anesthesiology,
Community and Family Medicine, Medicine, Medicine, Neurology, Orthopaedics, Pharmacology and Toxicology, Psychiatry, Surgery, and TDI. After the second year, a new senior member shall be selected.

The community preceptor and VA representatives shall serve for three years.

4.4 The council shall elect one member as Chair and an alternate to serve as Vice Chair to run meetings if the chair cannot be present. The administrative coordinator for recruitment & faculty affairs from the Dean’s office shall act as the recorder of the meetings and will distribute minutes and agendas.

4.5 If a Member is elected as Chair or alternate chair of the Council, membership on the Council may be extended for enough years to allow fulfillment of the term as an officer.

4.6 If a member is unable to fulfill his/her term, the alternate shall complete the term by a process determined by the department, the community preceptor board or the VA.

4.7 Valid election requires participation of a majority of the eligible constituency in a written or electronic ballot or at an election meeting in which votes are tabulated.

4.8 If a Council member is unable to attend to the duties of office, including regular attendance at meetings, the Council may determine that a vacancy exists. Absence from three consecutive meetings within an academic year and without explanation or substitution will be sufficient reason for establishing a vacancy.

4.9 The Council shall resolve and decide any issues that arise regarding the conduct of elections.

5. OFFICERS

5.1 The Council shall have the following officers: Chair and Vice-Chair.
5.2 Officers shall serve for a term of three years. Officers will be elected at the May meeting of the Council and elected officers will begin their terms in July. In the absence of a quorum, elections may be postponed to the June meeting. Election shall be by a majority of voting members present. The Council may make regulations concerning nominations of Officers.

5.3 At the end of his or her term, the Chair shall remain as a non-voting Member of the Council for a period of three years. He or she will be designated as a Senior Councilor.

5.4 A Steering Committee shall consist of the Officers and, for the first three years, two other members from the Council, and after three years, the two past Chairs of the Faculty Council.

5.5 The Council shall fill any mid-term vacancy among the Officers or Steering Committee at the next Regular Session, in accordance with the nominating regulations.

5.6 **Duties of Officers:**

   A. The Chair and Vice-Chair during their term shall be Representatives of the General Faculty Council to the DAB. If they are not able to attend, a member of the Steering Committee shall attend.

   B. The Chair presides at meetings; may call special meetings of the Council; may, after consultation with Council and Faculty Members, appoint and charge committees; may serve as an *ex officio* member of the committees of the Council, and shall perform other appropriate duties as determined by the Council.

   C. The Vice-Chair shall perform the duties of the Chair in the Chair’s absence, may serve as an *ex officio* member of Committees of the Council and such other appropriate duties determined by the Council.

   D. The Steering Committee shall prepare the agenda for each Session of the Council. All Council members shall have the
capacity to introduce items to the agenda, by contacting either a member of the Steering Committee or the Administrative Coordinator assigned to the Council. Agenda items submitted by Council members shall be addressed by the Council within two meetings from the time of submission.

6. COMMITTEES

6.1 Without prejudice to the Standing and ad hoc Committees of The Geisel School of Medicine at Dartmouth and Dartmouth College, appointed by the Officers of Administration, the Council may create committees for the discharge of any function within its jurisdiction.

6.2 The Chair may appoint members to the committees of the Council (5.6.B), which may include faculty members or students who are not members of the Council. Council members who have not been appointed to a committee, but are interested in the issue that is being examined by that committee will not be excluded from the committee’s review process.

7. MEETINGS

7.1 The Council shall meet in regular session monthly at a time and place determined by the Council and communicated to the Dean.

7.2 Special sessions of the Council may be called by the Chair or the steering committee or by request of five members or by request of the Dean.

7.3 A quorum shall be half of the elected voting faculty members.

7.4 Each elected voting member present shall have one vote.

7.5 The Council shall make provisions for the widest possible publicity of its proceedings to the Faculty.

8. ACTION THROUGH WRITTEN CONSENT

8.1 At the discretion of the Council Chair, the Council may take an action without a meeting when no more than two members do not
consent in writing to the adoption of a resolution authorizing such action. Actions by written consent may not include:

- amendments to the bylaws,
- approvals of Geisel-wide policies,

Such written consent may be solicited by email, fax, institutional mail service or any normally accepted postal delivery service, with instructions provided for method of response.

8.2 A written consent item requires ratification by the Council in a meeting should any two voting Council members submit a request for discussion and ratification. Such request must be submitted in writing within 30 days of the closing date of the written consent voting period. Such requests for ratification of written consent actions should be directed to the attention of the Council Chair.

9. AMENDMENTS

9.1 The Faculty Council may amend sections 1-8 of this document.

9.2 The Dean or his designate may recommend amendments to sections 2-7 of this document.

9.3 Amendments to these bylaws shall be by affirmative vote of two-thirds of the total voting membership at a regular session following the session at which the proposed amendment is presented and debated.