

CASE WESTERN RESERVE UNIVERSITY  
SCHOOL OF MEDICINE

BYLAWS COMMITTEE

CHARGE:

The Bylaws Committee shall consider proposed amendments to the Bylaws of the Faculty of Medicine and, after consideration, make recommendations concerning such proposed amendments to the Faculty Council. Amendments may be proposed by the Faculty Council (by majority vote), by the dean, by written petition of 20 or more faculty members, or by the bylaws committee itself. If proposed amendments are submitted by April 1, they should be considered by the Bylaws Committee and the Faculty Council within the same academic year.

(Following Faculty Council action on amendments, the following process is outlined in the Bylaws: The proposed amendments and the recommendations of the Faculty Council will then be sent by mail to full-time members of the faculty and may be discussed at a regularly scheduled faculty meeting held at least four weeks after the mailing. The final vote on any proposed amendment shall be by mail ballot of the full-time faculty. Approval shall require an affirmative vote by a majority of those faculty members returning ballots. At least three weeks shall be allowed between the mailing of ballots and the determination of election results. Approved amendments are then sent to the university Faculty Senate for consideration.)

The Bylaws Committee shall review the bylaws every five years, soliciting suggestions from the full-time faculty and from the dean. Recommendations for amendments shall then be submitted to the Faculty Council.

MEMBERSHIP:

The Bylaws Committee shall consist of six full-time faculty members, elected at-large by the full-time faculty. The members shall serve overlapping three-year terms, two members being elected each year. The dean may designate an appropriate administrative official to serve as an *ad hoc* member of the committee.