

BYLAWS OF THE FACULTY OF THE  
UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE, INCORPORATED

(REVISED 02/01/05)

BYLAWS OF THE FACULTY OF THE  
UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE, INCORPORATED

Name:

The name of the organization shall be the Faculty of the University of Florida College of Medicine, Incorporated (hereafter referred to in the bylaws as “the Faculty”).

Purpose:

The organization is formed for the purpose of promoting the advancement of medicine by elevating and sustaining education; fostering patient care of the highest quality; supporting the mechanisms for and providing leadership in science and discovery; promoting mutual fellowship and good feeling among the faculty; providing an effective means of communicating between the faculty and administration of the College of Medicine and Health Centers; cooperating with the other administrative units within the Health Centers and the University in all matters of mutual interest; making charitable contributions; and by directing the energies of the members in the interest of public health and welfare.

This organization seeks to insure maximum communication through defined orderly procedures, to clarify the means by which faculty can effectively contribute to and identify with the affairs of the College, and to allow the voting faculty to be responsible for developing the educational policies of the College. The College of Medicine is organized on a departmental basis, with each unit administered by a Chair who is accountable to the Dean. This Faculty organization shall be organized to obtain direct representative input from each Department in the College of Medicine. This includes the authority to call meetings of the Faculty, to preside at such meetings and to serve or to have representatives serve as members or ex officio members of the standing committees

of the College and Health Centers. The Faculty will be apprised of current affairs through representation on the Executive Committee of the College of Medicine and upon due consideration will convey opinions and recommendations to the Faculty. The Faculty will act within the general policies as established by the University of Florida Board of Trustees and within the provisions of the University of Florida policy manual.

## ARTICLE I—OFFICERS AND ADMINISTRATORS

Section 1: The Dean is the chief Academic and Administrative officer of the College of Medicine. The Dean is appointed by the President of the University and is responsible to the President through the Vice President for Health Affairs for the administration of the College. The Dean appoints Associate and Assistant Deans to assist him or her in these functions. The program of a department shall be administered by the Departmental Chair in concert with the departmental faculty. The faculty shall be responsible for the formation and execution of the educational program.

Section 2: The officers of the Faculty shall consist of a President, a President-Elect, a Vice President, a Secretary, a Treasurer, and the immediate Past President. The officers shall constitute the Executive Committee of the Faculty.

Section 3: The President and the Vice President shall serve a term of one year. The President-Elect shall automatically succeed to the presidency. If a vacancy occurs in the office of President-Elect, a special election will be held within 90 days.

Section 4: The Secretary and the Treasurer shall each serve a term of three years.

Section 5: No officer, having served a full term, shall succeed himself or herself in the same office.

Section 6: The President, or in the President's absence, the Vice President, shall preside at all general meetings of the Faculty and at all meetings of the Faculty Council, and shall serve as the representative to the Executive Committee of the College of Medicine. If both the President and the Vice President are absent, the Secretary shall preside at the meetings. The President shall be an ex-officio member of all committees constituted by the Faculty Council.

Section 7: The Secretary shall keep the minutes of all meetings of the Faculty and of the Faculty Council. The Secretary shall conduct the correspondence and keep the records and papers of the Council. The Secretary shall notify the Faculty and Council members of each Faculty and Council meeting, give all notices required by the Bylaws, or by orders of the Faculty, the Council or its officers, shall perform such other duties as the President or the Council may from time to time assign. The Secretary shall solicit items for the agenda and will distribute said agenda at least one week prior to these meetings. The Secretary will determine whether a quorum is present and will supervise voting procedures.

Section 8: The Treasurer shall keep the accounts and collect dues and assessments. The Treasurer shall pay all bills as authorized by the Council. The Treasurer shall make a report of the finances at the Annual Meeting of the Faculty.

Section 9: The Faculty Council shall consist of the five officers, the immediate Past President, one elected representative from each department and ex-officio members, which may include the Dean or his designate.

Section 10: The officers shall be elected by a mail ballot circulated 30 days prior to the Annual Meeting of the Faculty. Election results will be announced at that meeting.

Section 11: The departmental representatives shall be approved at the Annual Meeting of the Faculty. Departmental representatives shall serve for a three year term. The terms shall be staggered by electing one-third of the representatives each year.

## ARTICLE II—FACULTY COUNCIL

Section 1: The Faculty Council shall meet on the call of the President or on the written request of any four members of said Council.

Section 2: Ten members of the Faculty Council shall constitute a quorum.

Section 3: Any vacancies on the Faculty Council, except as otherwise provided, may be filled for a term continuing to, but not beyond, the next regular Annual Meeting by the affirmative vote of ten members of the Faculty Council.

Section 4: Any elected departmental representative, if unable to attend a Faculty Council meeting, should designate an alternate from the department to attend the meeting as a voting participant.

Section 5: The President, with the approval of the Faculty Council, shall have the power to appoint all standing committees, except the Nominating Committee as herein otherwise provided and such other committees as may be deemed proper, provided that the Faculty itself shall have the power at any meeting of the Faculty to provide for and appoint any other committees.

Section 6: The President, with the approval of the Faculty Council, shall have the power to appoint ex-officio members of the Faculty Council for the purpose of dealing with special situations. Ex-officio members, which may include the Dean or his designate, may enter into the discussions of the Faculty Council, but they shall not be counted in determining if a quorum is present, nor shall they have the privilege of making motions or voting.

### ARTICLE III—MEMBERSHIP

The voting Faculty of the College of Medicine shall consist of all full-time faculty members having the rank of assistant professors or assistant research scientist or above. Emeritus members shall be voting members. Faculty members with joint appointments shall have voting privileges if their primary academic appointment is in the College of Medicine, or if assigned five-tenths (0.5 FTE) or more to the College of Medicine. Temporary or interim faculty shall not be voting members.

### ARTICLE IV—MEETINGS AND ELECTIONS

Section 1: The Annual Meeting at which results of the election of officers are announced and the departmental representatives approved shall be a dinner meeting held toward the end of the academic year. Due publicity shall be given and each member shall be notified of the time and place of the meeting 45 days before any such meeting.

Section 2: At least one general meeting other than the Annual Meeting of the Faculty shall be held each year. Other general meetings may be called by the President on the direction of the Faculty Council or on the written request of 25 members. Notice of the general meeting, specifying the purposes thereof, shall be mailed by the Secretary to all members of the Faculty at least 15 days before such meeting.

Section 3: At the Annual Meeting of the Faculty, the order of business shall be as follows:

- A. Approval of the minutes of the preceding meeting
- B. Report of the Treasurer

- C. Report of the Vice President for Health Affairs
- D. Report of the Dean of the College of Medicine and/or the Associate Dean at Jacksonville.
- E. Reports from others, invited by the Faculty, Academic or Administrative leaders.
- F. Report of the Faculty Council (by the President)
- G. Report on the election of officers
- H. Approval of new members elected to the Faculty Council
- I. Miscellaneous business
- J. Appointment of Special Committees by the President
- K. New business

Section 4: Not less than 60 days before the Annual Meeting of the Faculty, the Nominating Committee shall select and report to the Secretary the names of the nominees of the Committee for the offices to be filled. The Secretary shall advise the membership in writing of said nominees not less than 50 days before said Annual Meeting. Further, not less than 30 days before the Annual Meeting, any five members of the Faculty may place in nomination the name of any eligible candidate for office, such nominations being in writing and given to the Secretary of the Faculty and being substantially in the following form:

“We hereby nominate \_\_\_\_\_ for election as \_\_\_\_\_ of the Faculty of the College of Medicine at the next Annual Meeting”.

This request shall be signed by the five members nominating the candidate. These additional nominations shall be placed on the ballot.

Section 5: Those Departments having representatives whose terms on the Faculty Council expire at the next Annual Meeting will meet at least 30 days prior to the Annual Meeting for the purpose of electing a representative for the next term. To be elected as a departmental representative, the candidate must receive a majority vote of the departmental Faculty. The Secretary shall advise the faculty members in writing of the

names of the representatives selected not less than 15 days before the Annual Meeting at which time they may be approved by the Faculty.

Section 6: Each member of the Faculty shall be entitled to vote for the officers to be elected. This shall be done via a mail or electronic ballot, circulated by the Secretary to all members of the Faculty no less than 30 days before the annual meeting and returned to the Secretary no less than 15 days before said meeting. The nominees receiving the highest number of votes shall be declared elected. Each member of the Faculty shall be entitled to vote for the approval of each departmental representative. A majority of the voice vote is required for approval.

Section 7: In the event of a tie, the President shall cast the deciding vote.

Section 8: Robert's Rules of Order governing deliberative bodies shall prevail at the meetings of the Faculty unless otherwise provided by the Bylaws.

#### ARTICLE V—FEES

Section 1: The dues shall be established by the Faculty Council with the approval of two-thirds of the Faculty Council members present at a Faculty Council meeting. All annual dues shall be payable before the Annual Meeting.

Section 2: Members in arrears may be required to pay increased charges for the annual dinner meeting.

Section 3: The Faculty Council shall have the power to impose special assessments.

Section 4: The funds held in the Treasury shall not exceed two years' dues and assessments.

Section 5: Emeritus Faculty shall be exempted from the payment of annual dues.



## ARTICLE VI—COMMITTEES

Section 1: The Standing Committees of the Faculty shall be as follows:

### A. Annual Meeting Committee

Shall be composed of a chair and members whose function shall be to plan the Annual Meeting, which shall be a dinner meeting held toward the end of the academic year.

### B. Bylaws-Committee

Shall consist of a chair and members whose function shall be to review the Bylaws at least every five years and make recommendations for modification as necessary. They shall review any proposed changes and advise the Faculty Council.

### C. Nominating Committee

Shall consist of six members. Three members shall be elected from the membership at large each year by a majority vote of the Faculty Council and shall each serve for a term of one year. The immediate Past President shall be Chair of the Nominating Committee.

The Nominating Committee shall have the responsibility of presenting candidates for election as officers at each regular Annual Meeting in accordance with the Bylaws. The Nominating Committee shall report the names of the selected nominees to the Secretary not less than 30 days before the Annual Meeting of the Faculty.

Section 2: Except as hereinafter set forth, a simple majority of each committee shall constitute a quorum thereof. Each Committee may select its own secretary.

Section 3: The Chair of each Standing Committee shall make an annual report to the Faculty Council prior to the Annual Meeting at a time designated in that committee protocol or on request of the President or the Faculty Council.

Section 4: The terms of office of the members of any Committee, except as otherwise specifically provided for in the Bylaws, shall begin and end on the day of the Annual Meeting in the appropriate year(s) of the appointment.

#### ARTICLE VII—REPRESENTATIVES

Section 1: The Faculty shall maintain standing representatives or members to the following committees and to other organizations or committees as may be deemed advisable by the President and the Faculty Council.

A. Executive Committee of the College of Medicine - The President of the Faculty shall serve as the representative, or in his absence, the Vice President shall serve.

B. Executive fiscal Affairs Committee (EFAC) - This representative shall be appointed for two years.

C. Faculty Group Practice (FGP) - This representative from the clinical faculty shall be appointed every two years.

D. Others - the President may appoint a representative to other appropriate and pertinent College of Medicine committees for a term not to exceed two years. These appointments are to be approved by the Faculty council by a simple majority vote at a regular Faculty Council meeting.

Section 2: These representatives shall be appointed by the President with the approval of the Faculty Council. Each representative shall report on the activities of his or her committee or organization with the Secretary of the Faculty at least 30 days before the Annual Meeting of the Faculty, or as otherwise deemed necessary by the Faculty Council or the representatives.

Section 3: The Faculty Council shall periodically review the membership of the committees of the College and make recommendations for membership to the administration of the College.

#### ARTICLE VIII—AMENDMENT OF BYLAWS

These Bylaws may be altered or amended at any meeting of the Faculty by a two-thirds vote of those present at annual meeting or by an electronic mail ballot, provided a written copy of the proposed amendment is filed with the Secretary and notice thereof is given in writing to the members at least 15 days before said meeting. However, these Bylaws may be amended at any meeting of the Faculty by the unanimous consent of the members present.