

Operating Guidelines

School of Medicine Oversight Committee

Process for Election of Chair and Term: A chair elect will be selected from the committee membership annually in July by simple majority vote of eligible committee members.* That individual will serve as chairman beginning the following July and serve for one year.

Annually, in July the committee will select a liaison member for each of the other governance committees.

Appointment of *Ex-Officio*, Non-Voting Members: Oversight Committee will not have non-voting Ex-Officio members.

Process for Setting Agenda: The committee will meet twice monthly on the second and fourth Thursdays of the month. The committee will meet monthly at a minimum.

Any committee member may submit agenda items to the chair by the Friday before a scheduled meeting of the committee. The chair will prepare and distribute the agenda for the upcoming committee meeting by the Tuesday before a scheduled meeting.

Process for Voting: Issues for voting require a motion and a second to be considered. Once introduced, a motion will require a vote or withdrawing of the motion.

Discussion will be allowed for all motions, but the chair may call the question after discussion.

Voting requires a quorum, which is a simple majority of eligible voters.

With the exception of revisions to the Bylaws, approval of a motion will be by a simple majority of the Oversight Committee voting members.* Revisions to the Bylaws require a 2/3 vote of the Oversight Committee voting members.**

Timeline for Posting Minutes: Minutes of each meeting will be recorded, reviewed, and approved by simple majority, then posted publicly within 1 month.*

Attendance Requirements for Members: If an Oversight Committee member accumulates three unexcused absences during an academic year, it will be interpreted as resignation from the Oversight Committee, and that member's membership will be discontinued. In the event of a vacancy on the Oversight Committee, the Dean's Council will trigger a special election to fill the vacancy from the appropriate constituency.

Guests and Public Participation Rules: Oversight Committee meetings are open to the public and subject to FOI Open Meeting Requirements under C.G.S. § 1-225. These individuals may not participate in the business of the committee unless authorized by a simple majority vote of the committee membership present.

The committee may vote to enter closed executive session as appropriate and allowed under statute C.G.S. § 1-200. This will require a 2/3 vote of the committee members present and voting, taken in public, and stating the reasons for executive session.

* Consistent with the Bylaws of the School of Medicine, Section VII.

** Consistent with the Bylaws of the School of Medicine, Section IX.