

Approved by Faculty Council, May 15, 2017  
Updated January 27, 2025

CASE WESTERN RESERVE UNIVERSITY  
SCHOOL OF MEDICINE  
BYLAWS COMMITTEE CHARGE

### **Purpose and Authority**

The Bylaws of the Faculty of Medicine constitute the rules and regulations governing the conduct and procedures of the Faculty of Medicine in the performance of its duties and in the exercise of its authorized powers, as specified by the constitution of the University Faculty of Case Western Reserve University.

The purpose of the Bylaws Committee of the Faculty of Medicine is to advise and make recommendations to the School of Medicine (SOM) Faculty Council regarding the Bylaws, acting in its capacity as a standing committee of the Faculty of Medicine.

### **Membership**

The Bylaws Committee shall consist of six full-time members of the School of Medicine faculty, elected at-large by the full-time faculty, with no more than two members from a single department. The members shall serve staggered three-year terms, two new members being elected each year. Members may stand for re-election and serve at most two consecutive terms. The Dean may designate an appropriate administrative official to serve as an *ex officio* non-voting member of the committee. The Chair of the Faculty Council shall appoint one of the elected members to serve on an annual basis as chair of the Bylaws Committee after soliciting recommendations from its members.

### **Specific charges and responsibilities of the SOM Bylaws Committee:**

1. Review and make recommendations to the Faculty Council regarding all proposed amendments to the Faculty of Medicine Bylaws;
2. Assume responsibility to ensure that the Faculty of Medicine Bylaws are internally consistent and consistent with the University Faculty Handbook by proposing amendments, as necessary, to reconcile any inconsistencies;
3. Review proposals for new and amended charges of standing committees for the purpose of advising the Faculty Council regarding their compliance with the Bylaws prior to vote by the Faculty Council;
4. At least once every five years, conduct a full review of the Bylaws, as required by the Faculty of

Medicine Bylaws, taking into account all suggestions from SOM faculty, solicited by email, and from the Dean;

5. Designate the committee chair, if not already a Faculty Council member, to serve as a non-voting member of Faculty Council who shall attend each Faculty Council meeting for the purpose of recommending referral of proposals to the Bylaws committee.

**Role of the Bylaws Committee in the process of amending the SOM Bylaws:**

1. Amendments to the SOM Bylaws may be proposed at any time in the following ways:
  - a. By majority vote of the Faculty Council;
  - b. By the Dean of the SOM;
  - c. By written petition signed by 20 or more SOM faculty members;
  - d. By the Bylaws Committee acting on behalf of the Faculty of the School of Medicine for matters directly related to its specific charges and responsibilities, as described above.
2. Regardless of their origin, proposed amendments shall be submitted to the Chair of the Faculty Council and the Secretary of the Faculty Council, who will forward them in a timely manner to the Chair of the SOM Bylaws Committee.
3. Once a proposed amendment has been received by the Bylaws Committee Chair, the Bylaws Committee shall review and vote on the proposed amendment and present its recommendations, including majority and minority views, to the Faculty Council. This process should be carried out expeditiously, usually within two months.
4. The expectation is that proposed amendments forwarded by the Bylaws Committee to the Faculty Council by March 1 will be considered by the Faculty Council within the same academic year.