

By-Laws of the School of Health Technology and Management

Health Sciences Center
Stony Brook University
Adopted by Vote of the Assembly 03/17/10

Article 1. Name

The name of this organization shall be the School of Health Technology and Management (SHTM) Assembly (hereinafter referred to as “The Assembly”) of Stony Brook University.

Article 2. Definitions

As used in these By-Laws for the purpose of academic governance, unless otherwise specified, the following terms shall mean:

1. **Academic Rank:** Rank held by those persons within SHTM who have the titles of Professor, Associate Professor, Assistant Professor, and Instructor ¹
2. **Academic Staff:** Comprised of those persons within SHTM having academic rank or qualified academic rank. All appointments to academic staff positions are made in accordance with Article X of the Policies of the Board of Trustees. ¹
3. **Academic Unit:** Each of the following is classified as a academic unit: (1) Athletic Training Program (2) Clinical Laboratory Sciences Program; (3) Health Care Policy and Management Program; (4) Health Science Program; (5) Occupational Therapy Program; (6) Physical Therapy Program; (7) Physician Assistant Program; and (8) Respiratory Care Program.
4. **Ad hoc (committee):** For the particular end or purpose; at hand
5. **Administrative Unit:** The Dean’s Office is classified as an administrative unit.
6. **Board of Trustees:** The Board of Trustees of Stony Brook University ¹
7. **Certificate Program not otherwise represented (NOR):** An academic unit may also include, in addition to degree-granting programs, non-degree (e.g. certificate) programs. Most certificate programs are represented by the academic unit in which the certificate program is located, since, in most cases, the faculty members of the certificate program are also faculty members of that academic unit. However, when this is not the case, the certificate program may not be represented by the academic unit in which the certificate program is located. In addition, a certificate program may not be part of any academic unit, in which case that certificate program would not be represented by an academic unit. The following is classified as a Certificate Program NOR: (1) EMT-Paramedic.
8. **Chancellor:** The Chancellor of the State University of New York ¹
9. **Dean:** The Chief Administrative Officer of SHTM
10. **Ex Officio:** Membership on a board or a committee by virtue of holding an office in the organization ²

¹ Policies of the Board of Trustees

² Robert’s Rules of Order (current edition)

11. **Faculty:** All academic staff of SHTM holding 0.5 or greater full time equivalent (FTE) term or continuing appointments
12. **Faculty President:** Presiding Officer of the Assembly (hereinafter referred to as the “President”)
13. **Guest:** Any individual or group excluded in the classification of “membership” defined below. Guests can include part-time faculty, adjunct faculty, volunteer faculty, Research Foundation employees, students, representatives from clinical affiliates, and those within the University or the outside community.
14. **Emeritus Faculty:** Emeritus faculty are retired Stony Brook University faculty members who have been invited by the university president to append the term “Emeritus” to their title of academic rank following their retirement.³
15. **Management Confidential (M/C):** Positions established pursuant to Article 14 of the Civil Service Law and are excluded from participating in collective bargaining agreements. Each campus has a list of certified management positions, which generally consist of the University President, Vice Presidents, Deans, certain titles on the Human Resources and Finance Staff, and other selected titles. A management/confidential employee serves at the pleasure of the appointing officer and has no tenured status in such position.
16. **Membership:** The following voting members and non-voting members within the SHTM community are represented in the Assembly: Academic Staff, Professional Staff; Chancellor; President; Vice President for Health Sciences; and Dean
17. **Non-Voting Members:** All members of the Assembly ineligible to vote as defined in Article 5 of these By-Laws
18. **Professional Employees or Professional Staff:** Includes all members of the UUP bargaining unit employed in the SHTM at .50 FTE or more, whose payroll title is non-faculty, with the exception of those whose primary professional obligation is to teach.
19. **Qualified Academic Rank:** Rank held by those members of the academic staff who have titles of Lecturer, or titles of academic rank preceded by the designations “clinical”, “visiting”, “adjunct”, or other similar designations⁴
20. **Quorum:** Number of members needed to conduct business;⁵ a specific number or percent of the members of an organized body of persons (e.g. Assembly) that when duly assembled is legally competent to transact business in the absence of the other number of members (e.g. absolute majority) in the absence of which the group cannot act legally (refer to Article 9 of these By-Laws)
21. **Research Foundation of the State University of New York:** A separate, private corporation that is not supported by state-appropriated tax dollars, and does not receive support services provided to New York State agencies. The Foundation is responsible for its own financial, legal, and business systems and maintains its own personnel policies, employee fringe benefits program, and payroll services.⁶
22. **Standing (committee):** A committee to consider subjects or issues of a particular class that arise during a stated period of time; a permanent committee of a legislative body
23. **University:** Stony Brook University⁴

³ <http://ws.cc.stonybrook.edu/provost/Becoming%20an%20Emeritus2.doc>

⁴ Policies of the Board of Trustees

⁵ Robert’s Rules of Order (current edition)

⁶ Research Foundation of the State University of New York website (<http://www.rfsuny.org/>)

24. **University President:** The Chief Administrative Officer of the Stony Brook University
25. **Vice-President for Health Sciences:** The Chief Administrative Officer of the Health Sciences Center of Stony Brook University
26. **Voting Members:** All members of the Assembly eligible to vote as defined in Article 5 of these By-Laws

Article 3. Purpose and Scope

- Section 3.1 Subject to the authority of the Board of Trustees, the Chancellor, the President, the Vice President for the Health Sciences Center (HSC), and the Dean of SHTM, the Assembly shall have primary responsibility for the formulation of the academic policies of that school, SHTM, which include the policies on admissions, promotion, and graduation of the students; academic standing; the nature of the curriculum; and criteria for appointments to the faculty. All actions by the Assembly are advisory to the Chancellor, President, Vice President for the HSC, and Dean of SHTM.
- Section 3.2 The Assembly shall also serve to provide:
- a. A forum for communication and a mechanism for consultation between the Dean and members of the Assembly;
 - b. An opportunity for the exchange of ideas of mutual interest and concern among members of the Assembly.

Article 4. Function and Powers

- Section 4.1 The Assembly “shall have the obligation to participate significantly in the initiation, development, and implementation of the educational program” (*Board of Trustees Policies*, Article X, Section 4) of SHTM.
- Section 4.2 The Assembly shall forward recommendations concerning policy to the Dean of SHTM and to other campus officers or bodies as may be appropriate.
- Section 4.3 The Assembly shall review administrative actions affecting matters within its area of responsibility. It may also express, by formal resolution, its opinion on any question relating to the policies or administration of SHTM.
- Section 4.4 The Assembly shall establish and discharge committees as it may deem necessary in the fulfillment of its responsibilities. The Assembly shall adopt procedures for such committees, or may delegate that function to any or all committees created under Article 8 of these By-Laws.
- Section 4.5 The Assembly shall have the power to receive, approve, reject, or return for further consideration any actions/recommendations of standing or ad hoc

committees by simple majority vote, unless otherwise specified. Amendments to committee actions/recommendations made from the floor shall require a two-thirds vote for approval, unless otherwise specified.

- Section 4.6 The Assembly shall certify SHTM students' successful completion of degree requirements.
- Section 4.7 The Assembly shall exercise its powers and functions through Assembly meetings (see Article 7), and committees (see Article 8).

Article 5 Membership and Voting

- Section 5.1 Voting members of the Assembly shall be entitled to one vote.
- Section 5.2 Voting members of the academic staff shall include the Faculty, as defined in Article 2 (11) of these By-Laws.
- Section 5.3 Voting members of the professional staff shall include Professional Employee representatives, chosen in a manner determined by the professional staff, equivalent to 15% of the total Faculty membership with no more than 50% of the elected representatives coming from one academic or administrative unit (as defined in Article 2 [3 and 5]). If the professional staff fails to choose representatives, the membership of the Assembly may appoint them.
- Section 5.4 The President of the Assembly shall only have voting privileges in the event of a tie-vote.
- Section 5.5 The Chancellor, University President, Vice President for the Health Sciences, and the Dean of SHTM shall be ex-officio non-voting members of the Assembly.
- Section 5.6 Guests, as defined in Article 2(13), may be invited by the Dean, by the President, or by vote of the Assembly from various constituencies of the University or of the community outside it, to attend meetings of the Assembly, or to serve on its committees.
- Section 5.7 An emeritus faculty member who is actively engaged in the business of an academic unit may be designated by the program director/chair, elected by the academic unit or appointed by the Dean to serve on SHTM committees and/or subcommittees, and is a voting member of the assembly for the duration of SHTM committee and/or subcommittee service.

Article 6. Officers

Section 6.1 The following offices shall be established in the Assembly: President, Vice-President, Immediate Past President, and Secretary.

Section 6.2 The responsibilities of the President to the Assembly are to:

- a. Preside at all meetings of the Assembly;
- b. Prepare the agenda for Assembly meetings;
- c. Represent the interests of the Assembly as a whole in meetings and discussions with ex-officio members of the Assembly, and at any governance or administrative organizations within the University;
- d. Serve as ex-officio non-voting member on Assembly Committees;
- e. Work with the Vice-President to appoint committee chairs, vice chairs and members for specified terms unless stated otherwise in Article 8;
- f. Agree to serve at least one two-year term of office as Immediate Past – President upon completion of the term of office as President;
- g. Correspond with individuals and/or groups outside of the SHTM on behalf of the Assembly;
- h. Refer issues that come before the Assembly to the appropriate individual(s) and/or committee(s) of the Assembly.

Section 6.3 The responsibilities of the Vice-President to the Assembly are to:

- a. Assist the President and perform said duties when the President is unable to do so;
- b. Work with the President to appoint committee chairs, vice chairs and members for specified terms unless stated otherwise in Article 8.

Section 6.4 The responsibilities of the Immediate Past President to the Assembly are to:

- a. Serve as Parliamentarian and provide advice to the Assembly on past practices and procedures.

Section 6.5 The responsibilities of the Secretary to the Assembly are to:

- a. Coordinate all officer nominations and elections;
- b. Appoint a Secretary pro-tem at any time there will be an absence from duty;
- c. Record and prepare minutes of each meeting of the Assembly;
- d. Maintain voting membership list;
- e. Keep on file, in a central location, copies of the minutes which shall be available to any member of the Assembly as defined in Article 5 of these bylaws;
- f. Publish the minutes of the Assembly meetings and distribute them in print or electronic form, as determined by the Assembly, to the entire Assembly no later than one week prior to the next scheduled meeting of the Assembly;
- g. Inform all appropriate parties of actions taken by the Assembly;

- h. In consultation with the President, distribute an annual schedule of regular meetings and distribute such schedule to all members of the Assembly;
- i. Distribute the agenda (prepared by the President or his/her designee) for each meeting;
- j. Notify all members when special meetings are scheduled.

Section 6.6 Terms of Office:

- a. Terms of office shall begin at the September Assembly meeting of the election year. If, for any reason, the Immediate Past-President cannot serve, the President will appoint another Immediate Past-President to serve for this period;
- b. The President, Vice-President and Secretary of the Assembly shall each be elected for a two-year term;
- c. In the event of a vacancy in the office of President, the Vice-President shall become President and serve the unexpired balance of the term;
- d. A vacancy in the office of Vice-President, or Secretary shall be filled by a special election. Officers so elected shall serve the unexpired balance of the term to which they were elected.

Section 6.7 Qualifications and Guidelines for Officers:

- a. Candidates for the office of President or Vice-President must be a faculty member (as defined in Article 2, (11)). Candidates for the office of Secretary must be a voting member of the Assembly (as defined in Article 5, Sections 5.2 and 5.3);
- b. No member shall simultaneously hold more than one office;
- c. Elections will take place prior to the June Assembly meeting of the election year.

Article 7. Meetings

Section 7.1 The Assembly will hold not fewer than eight (8) regular meetings in the course of each academic year. These will be scheduled between the beginning of the academic year and June 30th; under normal circumstances, no meeting will be held in the months of December and January. These meetings will be held the third Wednesday of the month unless otherwise specified by the President.

Section 7.2 If no regular meeting occurs at a time suitable for the certification by the faculty of graduates for the annual (or semiannual) commencement, a special meeting will be held at an appropriate time, solely for that purpose.

Section 7.3 Special meetings may be called by the Dean or President, as appropriate, or upon the written petition of not fewer than three members of the Assembly. The Secretary will provide not less than forty eight (48) hours notice of such special

meetings, distributed in print or electronic form, to each member of the Assembly. Such notice will state the purpose and/or agenda for the meeting.

- Section 7.4 The minutes shall reflect all decisions taken and the votes thereon, together with the main points of debate and any written background material distributed at the meeting. The minutes of each meeting will be submitted at the subsequent meeting of the Assembly for correction and approval. These minutes shall be kept on file in the Dean's Office.
- Section 7.5 The President shall issue an announcement calling for agenda items for an Assembly meeting not later than ten (10) days prior to the meeting. An agenda shall be distributed in print or electronic form to the Assembly members not fewer than three (3) days prior to each meeting. Wherever possible, all items requiring Assembly action shall appear in written form.
- Section 7.5a The order of the agenda for regular Assembly meetings shall be as follows:
- Reading and approval of the minutes of the previous meeting
 - Announcements
 - Reports
 - Dean
 - President
 - Committees
 - Campus/State Faculty Senators
 - Other
 - Unfinished Business
 - New Business
 - Adjournment
- Section 7.5b. The agenda of each meeting of the Assembly shall provide, as a priority order of business, an opportunity for the Dean to present his/her report.
- Section 7.5c. Agenda items may be submitted by individual Assembly members directly to the President.
- Section 7.6 A quorum shall be required prior to the conduct of any Assembly business requiring a vote. See Article 9 for the requirements of a quorum.
- Section 7.7 Assembly meetings shall be conducted according to *Robert's Rules of Order*.
- Section 7.8 Support staff for Assembly related business will be available through the Dean's Office.

Article 8. Committees

Section 8.1 The Assembly or the Dean may establish committees, either on a standing, or ad hoc basis, as are deemed necessary. Standing committees will include academic standing; admissions; alumni development; appointment, promotion, and tenure; by-laws; clinical education; curriculum; diversity affairs; educational technology; and research.

Each standing committee may appoint subcommittees. Such subcommittees shall be chaired by a member of the parent committee, but members need not be drawn from the parent committee.

Actions and policies of the committees are subject to approval by the Assembly with final approval by the Dean, except where specified otherwise in these by-laws. The Assembly will be notified of all committee appointments at the beginning of each academic year. Unless the membership of a particular committee is specified in these by-laws, appropriate persons may be invited by the committee and/or Dean to serve as additional committee members with vote or as advisors without vote.

Ad hoc committees shall fill their specified purpose, report to the Assembly and to the Dean, and disband once the stated purpose has been achieved or resolved.

At the end of every academic year, all standing committees will submit a written report of the committee's activities as well as recommendations for the next year to the Dean and to the Assembly.

Section 8.2 The academic standing committee shall consist of one faculty representative, chosen by the program director/chair, from each of the academic units within the school; one graduate student and one undergraduate student, chosen by the student body. In addition, the academic standing committee may include one faculty representative, chosen by the program director/chair, from each of the Certificate Programs NOR within the school. There shall be a minimum term limit of 3 years for faculty representative committee members and a minimum term limit of 1 year for student representative committee members, with no maximum term limit. The chair shall be elected by the committee members and serve a minimum of one 2-year term, subject to committee renewal. The vice-chair shall be elected by the members of the committee. Should the chair become vacant, the vice-chair will assume the position of chair for the remainder of the term.

The program director/chair, from each of the academic units or Certificate Programs NOR within the school, may choose to designate an alternate faculty representative. If the faculty representative for a program is not in attendance at a committee meeting, the alternate faculty representative will be allowed to vote.

Responsibilities of the academic standing committee shall be to:

- a. Consider all matters referred to it by the Dean or by the Assembly that relate to the academic policies and procedures of the programs of the school;
- b. Make recommendations to the Dean and/or to the Assembly concerning administrative or academic policies that should govern the academic programs within the school;
- c. Consider all allegations of academic dishonesty brought to it;
- d. Promulgate procedures to govern its operations, with final approval of such procedures to be made by the Assembly;
- e. Sit as an appeal board in student appeals from academic standing decisions of program faculty. In this matter it shall serve as an advisory committee to the Dean.

Minutes of this committee may be considered privileged.

Section 8.3 The admissions committee shall consist of the director of each degree and certificate program within the school or his/her delegate. The Assistant Dean for Academic and Student Affairs will serve as the chair of this committee.

The program director/chair, from each of the degree and certificate programs within the school, may choose to designate his/her alternate delegate. If the director/chair (or his/her delegate) of a program is not in attendance at a committee meeting, the alternate delegate will be allowed to vote.

A subcommittee of this committee will exist for each degree or certificate program within the school. The subcommittees will be chosen by the faculty of the respective programs. At least one student member will be invited to serve with the faculty members of each subcommittee for all degree-granting programs. Additional non-faculty members may be appointed to the subcommittees whenever program faculty deems that this is useful.

Responsibilities of the admissions committee shall be to:

- a. Make recommendations to the Assembly relative to standards for admission to the school;
- b. Review recommendations on student admissions put forward by its subcommittee within the school and to approve or reject those recommendations according to the standards established under sub-section (a) above.

Section 8.4 The alumni development committee shall consist of one faculty representative, chosen by the program director/chair, from each of the academic units within the school. In addition, the alumni development committee may include one faculty representative, chosen by the program director/chair, from each of the Certificate Programs NOR within the school. There shall be a minimum term limit of 3 years

for committee members, with no maximum term limit. The chair shall be elected by the committee members and serve a minimum of one 2-year term, subject to committee renewal. The vice-chair shall be elected by the members of the committee. Should the chair become vacant, the vice-chair will assume the position of chair for the remainder of the term.

The program director/chair, from each of the academic units or Certificate Programs NOR within the school, may choose to designate an alternate faculty representative. If the faculty representative for a program is not in attendance at a committee meeting, the alternate faculty representative will be allowed to vote.

Responsibilities of the alumni development committee shall be to:

- a. Plan and implement an annual Outstanding Alumni Awards event;
- b. Maintain a web-based Alumni Newsletter;
- c. Render an annual alumni scholarship award;
- d. Perform fundraising activities.

Section 8.5 The appointment, promotion and tenure (APT) committee shall be the primary review body for appointment or promotion to the qualified or unqualified rank of Associate Professor or Professor or for a continuing appointment (tenure) to the faculty of the school.

The APT committee shall consist of one faculty representative from each of the academic units within the school. In addition, the APT committee may include one faculty representative from each of the Certificate Programs NOR within the school. The nomination and election of the faculty representative shall conform to the following principles:

- a. Nominees shall be a faculty member or emeritus faculty of the academic unit
- b. Nominations and elections shall be open to all faculty members of the academic unit
- c. Elections shall be decided by majority vote
- d. Nominations and elections shall be complete by June 1st. All other procedures for nomination and election of said representative shall be determined by the faculty member's academic unit.

An alternate faculty representative may also be chosen. The nomination and election of the alternate faculty representative shall conform to the same principles as the nomination and election of the faculty representative (above).

There shall be a minimum term of 3 years for committee members, with no maximum limit. The Chair shall be elected by the committee members and serve a minimum of one 2-year term, subject to committee renewal. The Vice-Chair

shall be elected by the members of the committee. The Chair or Vice-chair must be an SHTM tenured faculty member. Should the Chair position become vacant, the Vice-Chair will assume the position of Chair for the remainder of the term.

Responsibilities of the APT committee shall be to:

- a. Consider all matters referred to it by the Dean or by the Assembly that relate to the APT policies and procedures of the school;
- b. Maintain policies and procedures that govern its operations, subject to final approval by the Assembly;
- c. Assure compliance with APT policies and procedures throughout a candidate's review process;
- d. Promote awareness about APT policies and procedures to faculty;
- e. Form subcommittees of faculty eligible to vote, in accordance with APT policies and procedures, on candidates who are being considered for promotion and/or tenure. Subcommittee responsibilities shall be to:
 - i. Consider all candidates for appointment, or promotion to senior rank;
 - ii. Consider all candidates for continuing appointment to the faculty of the school as forwarded by the Dean;
 - iii. Recommend approval or disapproval of these candidates to the Dean.

Minutes of this committee are considered privileged.

Section 8.6 The by-laws committee shall consist of one faculty representative, chosen by the program director/chair, from each of the academic units within the school. In addition, the by-laws committee may include one faculty representative, chosen by the program director/chair, from each of the Certificate Programs NOR within the school. There shall be a minimum term limit of 3 years for committee members, with no maximum term limit. The chair shall be elected by the committee members and serve a minimum of one 2-year term, subject to committee renewal. The vice-chair shall be elected by the members of the committee. Should the chair become vacant, the vice-chair will assume the position of chair for the remainder of the term.

The program director/chair, from each of the academic units or Certificate Programs NOR within the school, may choose to designate an alternate faculty representative. If the faculty representative for a program is not in attendance at a committee meeting, the alternate faculty representative will be allowed to vote.

Responsibilities of the by-laws committee shall be to:

- a. Propose revisions to these assembly by-laws as needed and as directed to by the Assembly;
- b. Provide support to the officers of the Assembly with respect to the contents of and adherence to these by-laws.

Section 8.7 The clinical education committee shall consist of one faculty representative, chosen by the program director/chair, from each of the academic units within the school, and one graduate student and one undergraduate student, chosen by the student body. In addition, the clinical education committee may include one faculty representative, chosen by the program director/chair, from each of the Certificate Programs NOR within the school. There shall be a minimum term limit of 3 years for faculty representative committee members and a minimum term limit of 1 year for student representative committee members, with no maximum term limit. The chair shall be elected by the committee members and serve a minimum of one 2-year term, subject to committee renewal. The vice-chair shall be elected by the members of the committee. Should the chair become vacant, the vice-chair will assume the position of chair for the remainder of the term.

The program director/chair, from each of the academic units or Certificate Programs NOR within the school, may choose to designate an alternate faculty representative. If the faculty representative for a program is not in attendance at a committee meeting, the alternate faculty representative will be allowed to vote.

Responsibilities of the clinical education committee shall be to:

- a. Discuss common issues and current challenges related to clinical issues facing each program within SHTM;
- b. Develop policies and procedures relating to clinical education/fieldwork experiences;
- c. Review the current contract initiation process;
- d. Review and edit the health assessment forms required of students upon admission to SHTM and yearly updates;
- e. Review and update information in the SHTM student manual pertaining to clinical education/fieldwork experiences.

Section 8.8 The curriculum committee shall consist of one faculty representative, chosen by the program director/chair, from each of the academic units within the school. In addition, the curriculum committee may include one faculty representative, chosen by the program director/chair, from each of the Certificate Programs NOR within the school. There shall be a minimum term limit of 3 years for committee members, with no maximum term limit. The chair shall be elected by the committee members and serve a minimum of one 2-year term, subject to committee renewal. The vice-chair shall be elected by the members of the committee. Should the chair become vacant, the vice-chair will assume the position of chair for the remainder of the term.

The program director/chair, from each of the academic units or Certificate Programs NOR within the school, may choose to designate an alternate faculty representative. If the faculty representative for a program is not in attendance at a committee meeting, the alternate faculty representative will be allowed to vote.

Responsibilities of the curriculum committee shall be to:

- a. Review and act upon all new and revised course proposals;
- b. Review and act upon the curriculum and the educational programs of all programs in SHTM as directed by the Dean or Assembly. The purpose of the review is to assess compliance with the general policies, philosophies, and objectives of the School of Health Technology and Management, the Health Sciences Center, and the University. The committee makes recommendations to the Assembly for change as it deems fit.

Section 8.9 The diversity affairs committee shall consist of one faculty representative, chosen by the program director/chair, from each of the academic units within the school, and one graduate student and one undergraduate student, chosen by the student body. In addition, the diversity affairs committee may include one faculty representative, chosen by the program director/chair, from each of the Certificate Programs NOR within the school. There shall be a minimum term limit of 3 years for faculty representative committee members and a minimum term limit of 1 year for student representative committee members, with no maximum term limit. The chair shall be elected by the committee members and serve a minimum of one 2-year term, subject to committee renewal. The vice-chair shall be elected by the members of the committee. Should the chair become vacant, the vice-chair will assume the position of chair for the remainder of the term.

The program director/chair, from each of the academic units or Certificate Programs NOR within the school, may choose to designate an alternate faculty representative. If the faculty representative for a program is not in attendance at a committee meeting, the alternate faculty representative will be allowed to vote.

Responsibilities of the diversity affairs committee shall be to:

- a. Create a culture in the School of Health Technology and Management in which there is an appreciation and celebration of diversity as well as zero tolerance for discrimination due to race, ethnicity, religion, gender, sexual orientation, or physical ability;
- b. Provide a venue in which to foster awareness, stimulate discussion, encourage a greater capacity for cultural competence and promote an appreciation for the rich diversity within the School of Health Technology and Management.

Section 8.10 The educational technology committee shall consist of the school's Lead Programmer Analyst, web designer, one faculty or senior staff representative, chosen by the program director/chair, from each of the academic units within the school, and one graduate student and one undergraduate student, as chosen by the student body. In addition, the educational technology committee may include one faculty representative, chosen by the program director/chair, from each of the Certificate Programs NOR within the school. There shall be a minimum term

limit of 3 years for faculty representative committee members and a minimum term limit of 1 year for student representative committee members, with no maximum term limit. The chair shall be elected by the committee members and serve a minimum of one 2-year term, subject to committee renewal. The vice-chair shall be elected by the members of the committee. Should the chair become vacant, the vice-chair will assume the position of chair for the remainder of the term.

The program director/chair, from each of the academic units or Certificate Programs NOR within the school, may choose to designate an alternate faculty representative. If the faculty representative for a program is not in attendance at a committee meeting, the alternate faculty representative will be allowed to vote.

Responsibilities of the educational technology committee shall be to:

- a. Serve as a forum to help programs/departments identify needs and facilitate the use of technology, in order to advance the educational mission of the school. This would typically include evaluating/sharing current technologies and searching out advances in technology for future use;
- b. Serve as an interface between the SHTM and other schools and units of the university (CELT, Medical Informatics, etc.) on educational technology issues.

Section 8.11 The research committee shall consist of one faculty representative chosen by the program director/chair, from each of the academic units within the school, and one graduate student and one undergraduate student, as chosen by the student body. In addition, the research committee may include one faculty representative, chosen by the program director/chair, from each of the Certificate Programs NOR within the school. There shall be a minimum term limit of 3 years for faculty representative committee members and a minimum term limit of 1 year for student representative committee members, with no maximum term limit. The chair shall be elected by the committee members and serve a minimum of one 2-year term, subject to committee renewal. The vice-chair shall be elected by the members of the committee. Should the chair become vacant, the vice-chair will assume the position of chair for the remainder of the term.

The program director/chair, from each of the academic units or Certificate Programs NOR within the school, may choose to designate an alternate faculty representative. If the faculty representative for a program is not in attendance at a committee meeting, the alternate faculty representative will be allowed to vote.

Responsibilities of the research committee shall be to:

- a. Promote awareness about current policies and procedures governing research in the university and school to faculty, staff and students;

- b. Support the development of a collaborative environment in which faculty and students can conduct research.

Section 8.12 A committee chair, vice-chair, or member who is not effectively participating in the business of the committee may be replaced by the Assembly President. Alternates can only vote if the appointed/elected member is not in attendance.

Article 9. Quorum

Section 9.1 To constitute a quorum of the Assembly, 30% of the total membership must be in attendance, for any purpose other than amendment of the by-laws.

Section 9.2 Unless otherwise specified, when there is a quorum, a majority of those present and voting may act for the Assembly.

Section 9.3 To constitute a quorum of the Assembly for the purpose of amendment to the by-laws, 100% of the total assembly membership must be in attendance at the assembly meeting and/or be provided with an alternate method/time/place to vote on any proposed amendment to the by-laws. This alternate method may include, but is not limited to, on-line (electronic) voting and may occur before and/or after the assembly meeting at which the proposed amendment to the by-laws will be considered. If a vote is cast before an assembly meeting, at which a proposed amendment to the by-laws is considered, that vote will be considered void if material changes are made to the text of the proposed amendment, from the floor, during the assembly meeting (see section 12.1).

Article 10. Rules of Order

Section 10.1 The conduct of the business of the Assembly and its committees shall be covered by Robert's Rules of Order, unless otherwise specified in the by-laws of the Assembly.

Article 11. Adoption of the By-Laws

Section 11.1 These by-laws, when adopted by a two-thirds majority of the total membership of the Assembly shall become effective immediately.

Article 12. Amendment of the By-Laws

Section 12.1 The by-laws of the Assembly may be amended by a majority vote of a quorum (see section 9.3) of the Assembly. The text of such amendments must be distributed with the agenda for the meeting, to all qualified voting members, by

the Secretary or Chair of the by-laws committee, by interoffice, email, or U.S. mail, not less than five (5) working days (according to the HSC calendar) in advance of that meeting. Further amendments made from the floor, to the text which was distributed in advance, shall require a two-thirds vote for approval.

Section 12.2 A by-law amendment shall not apply retroactively to actions properly taken prior to that amendment.