

**BYLAWS OF THE UNIVERSITY OF NEW MEXICO FACULTY SENATE  
HEALTH SCIENCES CENTER COUNCIL**

Article I. Name

The name of this organization is the University of New Mexico (UNM) Faculty Senate Health Sciences Center (HSC) Council. Throughout these bylaws, this name is abbreviated as HSC Council.

Article II. Purpose

Section 1. The purpose of the HSC Council is to enhance the role and visibility of the Health Sciences Center faculty in shared governance, and to deliberate and act on behalf of the UNM Faculty Senate in all matters relating to faculty governance and shared governance of the HSC, consistent with the UNM Faculty Constitution, Faculty Handbook, Faculty Senate Bylaws, and with the policies of the Board of Regents and the University. In matters pertaining to faculty governance and shared governance of the university as a whole, the HSC Council shall represent the faculty of the UNM HSC.

Section 2. The HSC Council shall have the right and duty to consider and advise on behalf of HSC faculty over

- a) Institutional aims and strategic plans of the HSC;
- b) Organizational structure and creation of new departments and divisions;
- c) Major curricular changes and other matters that, in the opinion of the Chancellor for Health Sciences or of the Faculty, affect the HSC as a whole;
- d) Matters of general concern or welfare for HSC faculty.

Section 3. The foregoing purposes do not supplant the rights and responsibilities of faculty within their respective academic units. Rather, the HSC Council shall serve as a forum and voice for the HSC faculty as a whole in representing the interests of HSC Faculty to the Board of Directors and Office of the Chancellor for Health Sciences as well as to the UNM Faculty Senate.

Article III. Membership

Section 1. Voting members of the HSC Council shall be:

- a) All duly elected faculty senators representing the academic units of the HSC
- b) Two at-large members elected by the faculty of each of the academic units of the HSC (School of Medicine, College of Nursing, College of Pharmacy, Health Sciences Library and Informatics Center, College of Population Health) who need not be members of the UNM Faculty Senate.

Section 2. Non-voting ex officio members of the HSC Council shall be:

- a) The Chancellor for the Health Sciences Center
- b) The Vice-Chancellor for Academic Affairs
- c) The Provost or Associate Provost of UNM
- d) The President of the UNM Faculty Senate

#### Article IV. Officers

Section 1. Officers of the Council/Executive Committee

- a) The Senate shall elect the following officers and representatives to a two-year term:
  - 1) Chair
  - 2) Chair-elect
- b) The Executive Committee will include the immediate past Chair and current Chair of the HSC Council, whether or not they are members of the Senate and the current elected Chair-elect who must have at least one year remaining on his/her Senate term.

Section 2. Duties of Officers

- a) Chair
  - 1) Serve as chairperson of the HSC Council
  - 2) Establish priorities and set agenda for the HSC Council meetings
  - 3) Represent the Faculty before the Regents, Administration and other groups by attending requisite functions and committee meetings
  - 4) Report back to the HSC Council any relevant information gained from these meetings relating to or affecting HSC faculty
  - 5) Appoint Council members to *ad hoc* committees as necessary to conduct Council business.
  - 6) Serve as Chair of the Executive Committee
- b) Chair-elect
  - 1) Serve on the Executive Committee
  - 2) Perform the duties of the Chair in the absence of the Chair
  - 3) Assist the Chair in representing the faculty before the Administration, the Regents, and other groups as required
  - 4) Oversee HSC Council committee appointments
- c) Immediate Past-Chair
  - 1) Serve on the Executive Committee

Section 3. Duties of the Executive Committee

- a) Call special meetings of the HSC Council as needed

- b) Meet with the Chancellor of the HSC when issues of urgency occur
- c) Assist the Chair in establishing priorities and in setting the agenda for meetings

#### Section 4. Election of Officers

- a) The election of the Chair-elect shall be conducted at the June meeting of the HSC Council. At the discretion of the Executive Committee, the election may be conducted electronically.
- b) The election shall be chaired by the past-Chair of the HSC Council.
- c) The officers shall take office on September 1 of the year of the election.
- d) If the Chair-elect does not complete his or her term of office, the Executive Committee will arrange for the HSC Council to elect a replacement at the earliest opportunity.

#### Article V. Meetings

Section 1. The HSC Council shall be held monthly. The Executive Committee may call additional meetings as needed.

Section 2. A quorum shall consist of 25% of the voting membership.

#### Article VI. Committees

Section 1. HSC Council Committees will not replace any existing UNM Faculty Senate Committee *per se*.

#### Section 2. Standing Committees of the HSC Council

##### a) HSC Policy Committee

- 1) The charge of this committee is to review HSC policies and/or other policies that directly affect HSC faculty.

##### b) HSC Curriculum Committee

- 1) The charge of this committee is to review and recommend to the HSC Council on curricular requests prior to final approval by the UNM Faculty Senate.

#### Section 3. *Ad Hoc* Committees of the HSC Council

##### a) Nominating Committee

- 1) The charge of this committee will be to serve only at the yearly elections.

##### b) The HSC Council shall appoint other *ad hoc* committees as needed.

## Article VII. Parliamentary Authority

Section 1. The parliamentary authority of the HSC Council is the current edition of Sturgis' *Standard Code of Parliamentary Procedures*.

## Article VIII. Amendments to By-laws

Section 1. Changes to the by-laws require notice to the membership at the previous meeting.

Section 2. Amendments require two thirds (2/3) vote of the full membership, which may be conducted electronically.

## Article IX. Implementation

These procedures will be deleted from the by-laws after the first year.

1. In the first year after the approval of these by-laws, a Chair of the HSC Council will be elected for a two-year term.
2. In the first year after the approval of these by-laws, the HSC academic units will elect two at-large members, one of whom will be elected for a one-year term. Thereafter each unit will elect one new at-large member annually.