BY-LAWS
OF THE
COUNCIL ON CURRICULUM

ARTICLE I
Name

This Council shall be known as the Council on Curriculum of the School of Medicine, University of Missouri-Kansas City.

ARTICLE II
Object

This Council has oversight for the design, implementation, and evaluation of the entire curriculum leading to the M.D. degree. In carrying out this responsibility the Council will:

- define core attitudes, knowledge, and skills that students will be expected to demonstrate upon completion of curricular segments and graduation;
- specify the organization of the curriculum, the learning experiences that make up the curriculum, and their format;
- identify the learning resources needed to implement the curriculum;
- supervise the implementation of the curriculum; and
- conduct on-going review of the effectiveness of the curriculum and its components, including the competencies, make changes as indicated, and evaluate the success of those changes.
ARTICLE III

Powers

The Council may recommend to the Coordinating Committee of the School of Medicine policies within areas of its interest. It may also recommend programs and activities to be undertaken by the School of Medicine.

It shall review and comment upon policies of related interest that are proposed by other Councils within the School of Medicine structure. Recommendations and comments may be forwarded to the Coordinating Committee of the School of Medicine by vote of the members of this Council. Council minutes shall be issued through the regular channels of the School of Medicine.

ARTICLE IV

Membership

Section 1. The voting membership of the Council on Curriculum shall be limited to twelve (12) members as described in the following outline:

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Selection Method</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Appointed by Dean</td>
<td>7 years</td>
</tr>
<tr>
<td>(The chairperson shall not vote except in circumstances where his/her vote is required for a quorum or a tied vote.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice-chairperson-Clinician</td>
<td>Appointed by Dean</td>
<td>2 years</td>
</tr>
<tr>
<td>Vice-chairperson-Basic Scientist</td>
<td>Appointed by Dean</td>
<td>2 years</td>
</tr>
<tr>
<td>1 Docent Representative</td>
<td>Elected by peers</td>
<td>3 years</td>
</tr>
<tr>
<td>1 Basic Science Faculty</td>
<td>Elected by peers</td>
<td>3 years</td>
</tr>
<tr>
<td>1 Basic Science Faculty</td>
<td>Appointed by Dean</td>
<td>2 years</td>
</tr>
<tr>
<td>2 Clinical Science faculty (Not a Docent)</td>
<td>Elected by peers</td>
<td>3 years</td>
</tr>
<tr>
<td>1 Clinical Science faculty</td>
<td>Appointed by Dean</td>
<td>2 years</td>
</tr>
<tr>
<td>1 Clerkship Director</td>
<td>Elected by Peers</td>
<td>3 years</td>
</tr>
<tr>
<td>1 St. Luke’s faculty*</td>
<td>Appointed by Dean</td>
<td>2 years</td>
</tr>
</tbody>
</table>
Elected faculty members shall serve for a term of three (3) years. The terms of all members will be on a July 1 to June 30 - year basis. All terms expire June 30 of the appropriate year.
Elections to Councils are administered by Faculty Affairs, with secret ballot, validated by the Coordinating Committee, and publication of results in the formal minutes of the Coordinating Committee. The full schedule of elections, eligibility of candidates, and vote eligibility shall be published each April 1. In the spring of the year when there is a council position open for election, a call for nominations and self nominations is sent out by Faculty Affairs which develops a ballot or slate for election. Elected positions are filled by a simple majority of votes. This election process shall cover the Clerkship Director elected position, the 1 Basic Science Faculty, and the 2 Clinical Scientists.

Section 2. **Docent Representative.** One Docent shall be elected to serve on the Council on Curriculum. The Docent will be elected by Council of Docents. There is also an alternate docent position. The alternate does not have a vote unless the Docent Representative cannot be present. Both docents are encouraged to attend meetings so the alternate docent will have a working knowledge of ongoing curriculum issues.

Section 3. **Student Representatives.** Three students are elected to serve on the Council on Curriculum from Years 3&4 to serve as a voting member during Years 4&5. The student with the majority vote shall be the voting member, and two will serve as alternates. When the “voting” student is absent, one of the alternates may vote. Students are elected by the student body of Years 3, 4, 5 and 6. Student representatives must be in good standing academically and professionally to be eligible. The Office of Student Affairs conducts this election.
Section 4. **Restrictions.** Members elected to Councils serve a three-year term and may be re-elected for a second term. There is a required break of five years before being eligible for a third term. A total of 20 years is maximal service on a given Council. Student representatives serve a one-year term.

Section 5. **Vacancy.** In case of a vacancy, Faculty Affairs shall call the runner-up the election. If he/she fails to accept membership, the succeeding runner-ups are called until the vacancy is filled. If no runners-up choose to serve, then the Dean, in consultation with the Coordinating Committee, shall make an appointment to fill the vacancy. The member filling the vacancy shall serve until the next regular election.

ARTICLE VI

**Officers**

Section 1. The Officer shall be a Chairperson. The Chairperson shall be the Dean’s representative on the Council.

Section 2. **Term.** The Council Chairperson shall serve a seven-year term renewable for an additional seven years. The successor is appointed by the Dean.

Section 3. The Chairperson of the Council shall preside at all meetings. Either the Vice-Chairperson-Clinician or Vice-Chairperson-Basic Scientist shall perform the duties of the office of Chairperson whenever the Chairperson shall be unable to do so. During the even years, the Vice-Chairperson-Clinician shall substitute and during the odd years, the Vice Chair-Basic Scientist shall substitute. If the Vice-Chairperson-Clinician is unable to perform the duties of the office of Chairperson, then the Vice-Chairperson-Basic Scientist shall perform those duties and vice versa when the Vice-Chairperson-Basic Scientist is unable to stand-in. The
Chairperson shall serve as one of the representatives of this Council to the Coordinating Committee.

Section 4. The Vice-Chairpersons shall be appointed by the Dean upon recommendation by the Chairperson for a term of two years.

ARTICLE VII

Committees

The Chairperson shall appoint necessary committees with final review and approval by the Dean of the School of Medicine. Sub-committees to the Council shall include but are not limited to: the Clerkship Directors’ Committee and the Basic Science-Humanities-Behavioral Science Committee. Any Ad Hoc committees necessary will be appointed by the Chairperson of the Council on Curriculum.

ARTICLE VIII

Meetings

Section 1. Quorum. At the meeting of the Council, a quorum shall consist of a simple majority of the members.

Section 2. Parliamentary Procedure. Except as herein provided, Robert's Rules of Order shall govern the proceedings of this Council.

Section 3. Provision for amendment of these by-laws. Following Robert’s Rules of Order, the by-laws may be changed by a two-thirds vote of the Council membership inclusive of voting and ex-officio members. They further stipulate that notice must be given at the meeting previous to the meeting at which the changes will be considered.