

COORDINATING COMMITTEE BYLAWS

ARTICLE I: Name

This Committee shall be known as the Coordinating Committee of the University of Missouri-Kansas City School of Medicine.

ARTICLE II: Object

The Coordinating Committee provides leadership and strategic guidance to the Dean and senior leadership of the medical school. In carrying out this responsibility the Coordinating Committee will:

- Review and make recommendations on matters of policy, planning and resource allocation.
- Review proposals, decisions and recommendations from other councils, committees, departments, and individuals within the Medical School and make recommendations to the Dean, as appropriate.
- Facilitate communication and collaboration among the various councils, medical school offices and clinical affiliates.

ARTICLE III: Powers

- May recommend to the Dean 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 recommend to the Dean to approve or disapprove policies and/or actions that are proposed by other Councils within the School of Medicine structure.

ARTICLE IV: Members

Section 1. Eligibility.

- Membership on Coordinating Committee shall be available to those individuals who are elected as representatives from the Councils of Docents, Curriculum, Evaluation, Selection, Faculty, the student body, Department of Biomedical Science, and graduate medical education trainees of UMKC-sponsored GME programs.
- Chairs of the Councils of Docents, Curriculum, Evaluation, Selection, Faculty, Inclusive Excellence, Graduate Medical Education and Graduate Programs are ex-officio voting members of the Coordinating Committee. In their absence, a designated alternate will attend and vote.
- The Associate Dean of Graduate Health Professions, Associate Dean for Student Affairs, Senior Associate Dean of the Regional Campus, and the Associate Deans from affiliated hospitals (Truman Medical Centers/University Health, Inc., Children's Mercy Hospital, Saint Luke's Hospital, Center for Behavioral Medicine, and Mosaic Life Care) are appointed as voting members. In their absence, a designated alternate will attend and vote.
- The Dean may appoint other appropriate persons to the membership of the Coordinating Committee.

Section 2. Transfer of Elected Membership: Membership in this section shall not be transferable to another person except by the election process.

Section 3. Termination of Membership-Resignation. A member may at any time file his/her resignation from the Coordinating Committee by writing to the Coordinating Committee Chairperson.

ARTICLE V: Elections

Section 1. Elections.

Elected members from the Councils of Docents, Curriculum, Evaluation, and Selection shall serve for a term of three (3) years. The terms of all members will be on July 1 to June 30-year basis. All terms expire on June 30 of the appropriate year.

Section 2. Student Representatives.

One (1) voting student and two (2) alternates are elected to serve on the Coordinating Committee for a term of one (1) year. Student eligibility for election to Coordinating Committee is limited to students who have been elected to serve on the Councils of Docents, Selection, Curriculum, and Evaluation.

Section 3. Resident Representatives.

One GME trainee representative is elected by other GME trainees of the affiliated hospitals for a term of one (1) year.

Section 4. Vacancy.

In case of a vacancy, the appropriate Council or in the case of the student representative or residency representative their respective electorate shall elect another representative. The member filling the vacancy shall serve until the next regular election.

Section 5. Attendance.

Council membership can be automatically vacated by any Council member with unexcused absences exceeding 33% of required meetings.

ARTICLE VI: Ex Officio Members

Section 1. Ex Officio Members

Ex Officio members shall serve terms concurrent with their positions. If the person holds their office for seven (7) years, they must be reappointed by the Dean for an additional term.

Section 2. Ex Officio non-voting Members

At the discretion of the Dean, some ex-officio members, e.g., Inclusive Excellence, and Office of Student Affairs) by virtue of their expertise and/or position are designated as permanent staff to the Coordinating Committee. In this capacity, they are advisory and non-voting.

ARTICLE VII: Officers

Section 1. The officer shall be the Chairperson. The chairperson shall be the Vice Dean of the University of Missouri-Kansas City School of Medicine.

Section 2. The Coordinating Committee Chairperson shall serve for a seven-year term renewable for an additional seven (7) years.

Section 3. The Chairperson of the Coordinating Committee shall preside at all meetings. An acting Chairperson shall perform the duties of the office of Chairperson whenever the Chairperson shall be unable to do so.

ARTICLE VIII: Meetings and Procedures

Section 1. Frequency of Meetings. The Coordinating Committee shall meet once per month. Special meetings may be called by the Chair or upon the written request of voting members.

Section 2. Notice of Meetings. Notice of regular meetings shall be provided to all members at least 30 days in advance. Notice of special meetings shall be provided with reasonable advance notice, considering the urgency of the matter.

Section 3. Quorum. A quorum for the transaction of business shall consist of a majority of the voting members of the Coordinating Committee.

Section 4. Voting. Each voting member is entitled to one vote. Decisions will be made by a simple majority of the voting members present and casting ballots. All voting shall occur via anonymous ballot.

Section 5. Minutes. Minutes of each meeting shall be recorded and distributed to all members of the Coordinating Committee.

Section 6. Attendance. Regular attendance at meetings is expected. If a member is unable to attend a meeting, they should notify the Chair in advance. Excessive absences may be grounds for review by the Committee.

Section 7. Electronic Participation. Members may participate in meetings by video conferencing provided they can actively engage in the discussion and voting.

ARTICLE IX: Committees

The Chairperson shall appoint necessary committees.

Section 1. Student Appeals Subcommittee.

The Student Appeals Subcommittee functions as the designated authority for reviewing student appeals concerning academic decisions rendered by the Councils on Evaluation and Curriculum. The Subcommittee convenes as necessary and presents its recommendations at the subsequent scheduled meeting of the Coordinating Committee. To ensure impartiality, any Subcommittee member who has previously participated in Council on Curriculum or Evaluation deliberations regarding an appealing student must recuse themselves from the appeals process for that case.

The subcommittee membership includes six (6) voting members:

- Chairperson (Chairperson of Coordinating Committee votes only in instances of a split appeal decision)
- Curriculum Council representative (Chairperson or appointed alternate)
- Council of Docents (Chairperson or appointed alternate)
- Biomedical Sciences representative (BMS faculty member serving on Coordinating Committee or appointed alternate)
- Member at-large (either a faculty council, graduate medical education, or clinical affiliate associate dean).
- Student (Primary or alternate serving on Coordinating Committee).

- Ex-officio non-voting members from the Council of Inclusive Excellence and the Office of Student Affairs

ARTICLE X: Parliamentary Authority

Robert's Rules of Order shall govern the proceedings of this Council.

ARTICLE XI: Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Coordinating Committee by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Revision: June 10, 2025