

PERSONNEL ACTION COMMITTEE BYLAWS

In accordance with the UMW Governance Document (Doc. T03-035, as amended) and the Bylaws of the School of Medicine (Approved October 8, 2013), each Standing Committee shall prepare, adopt and regularly review their own bylaws for the purpose of establishing Chair, quorum, and standard operating procedures. Furthermore, committees must adhere to all principles, obligations and language of the UMW Governance Document and the related School Bylaws.

ARTICLE I: MEETINGS

A. Frequency

The Personnel Action Committee (PAC) shall meet monthly during the academic year. The schedule of meetings shall be distributed to the members at the first meeting of the year. Additional meetings may be called by the officers of the committee with advanced notice of five (5) days.

B. Attendance

1. It is the expectation that members of the PAC will attend all meetings. The Chair should be notified if a member is unable to attend. The Chair may take into consideration attendance when making recommendations for continuance on the committee.
2. Members may attend by teleconference, video conference, or any other technology that allows full participation by the member. Representation by proxy is not permitted.

C. Voting

1. One half of the voting membership shall constitute a quorum.
2. All “voting” members may vote (including all Officers).
3. Vote by proxy is not permitted.
4. Voting may be accomplished by teleconference, video conference, or any other technology that allows the voting member to attend/participate in the meeting.

D. Agenda

1. The agenda for regular meetings shall be prepared by the Chair.
2. The agenda, meeting materials, and notice of the meeting shall be distributed to the members at least seven days in advance of the meeting.

E. Minutes

In lieu of minutes, a record of the decisions made by the committee will be maintained in the Office for Faculty Affairs.

F. Administrative Support

The Office of Faculty Affairs shall provide support to the PAC for purposes of coordinating, preparing and distributing materials of the meetings in consultation with the PAC Chair. The administrative support designee shall ensure that all members are notified of upcoming meetings and that the agenda and materials are distributed at least seven working days in advance of all regularly scheduled meetings.

ARTICLE II: OFFICERS

A. The following officers shall be elected annually from the voting membership:

1. Chair, who shall:

- a. Preside at all meetings
- b. Review proposed agenda items
- c. Serve on campus committees and task forces as requested and appropriate

2. Vice-Chair, who shall:

- a. Preside at all meetings in the absence of the Chair
- b. Review proposed agenda items
- c. Serve on campus committees and task forces as requested and appropriate

B. Nominations and Election

- 1. Nominations shall be solicited by the Chair and forwarded to the administrative support designee for preparation of the ballot.
- 2. Elections for the Officers in the upcoming year shall occur at the last meeting of the current academic year.

ARTICLE III: ADVISING AND REPORTING

A. The PAC shall advise the Vice Provost for Faculty Affairs, Dean, Provost, and Chancellor on substantial matters resulting from committee decisions. Such matters shall require a majority vote of the membership.

B. The PAC shall provide a written report monthly to the Vice Provost for Faculty Affairs, Executive Council, Dean, and Chancellor summarizing the recommendations.

ARTICLE V: REVIEW AND REVISION

In accordance with the SOM Bylaws, standing committees shall regularly review their bylaws, at a minimum every five (5) years. Proposed amendments shall be forwarded to the Dean for review and input. Such amendments must then be approved by the SOM Faculty Assembly.