

Council of Faculty and Academic Societies (CFAS)

Rules and Regulations

Section I. Name

The name of the organization shall be the Council of Faculty and Academic Societies (CFAS) of the Association of American Medical Colleges.

Section II. Purpose

The purpose of the Council of Faculty and Academic Societies is to serve as a forum reflecting the diversity of medical school faculties represented by the Association of American Medical Colleges. Its members are drawn directly from the faculty rosters of each individual school as well as the academic professional societies that are populated with faculty from many schools. As such, the CFAS will identify critical issues facing faculty members of medical schools, provide a voice for faculty about those issues to the AAMC as they relate to creation and implementation of the AAMC's programs, services, and policies, and serve as a communications conduit with faculty regarding matters related to the core missions of academic medicine.

CFAS provides its members:

- A venue in which to discuss the broad and varied concerns pertaining to issues in academic medicine including research, teaching, and service demands in academic health centers, promotion and tenure issues, and the mission and operations of academic societies.
- A forum in which to develop, value, and advance specialty/discipline perspectives.
- A means to develop consensus among their broad and varied constituencies.
- Opportunities for mentoring and professional development.
- Direct participation in AAMC governance through board membership.

Section III. Membership

CFAS is comprised of faculty members of AAMC member medical schools and Academic Societies who are AAMC members. Pathways to CFAS membership are specific to each constituency as follows:

Medical Schools: Two representatives from each medical school: one faculty member *must* be within ten years of initial career faculty appointment; the other *should* be a department chair, division chief, or institute/center director (or a comparable faculty leader). Medical schools are expected to utilize internal faculty bodies in making appointments to the Council.

Academic Societies: Two representatives from each member society: one representative *should* be within ten years of initial society membership (or within 5 years of appointment if a chair society).

Other: Other representatives may be appointed by the Administrative Board as felt to be consistent with the mission of CFAS.

Terms of Office: Representatives shall serve three-year terms, with no more than two consecutive terms. Individual representatives are eligible for reappointment after one term off the Council. If a medical school representative leaves his or her faculty position, that seat is re-opened for the school to fill. Terms of service on the Administrative Board are independent of society- or medical school-appointed terms of service, so long as the individual retains an active medical school faculty appointment.

Section IV. Administrative Board

The Council of Faculty and Academic Societies shall be governed by an Administrative Board. The CFAS Administrative Board shall be composed of 15 members, including the Chair, Chair-Elect, and Past-Chair, each of whom shall serve two-year terms. The 12 other Administrative Board members shall serve three-year terms and will be eligible for reappointment for a second term. Terms of office on the Administrative Board and as CFAS officers shall be independent of medical school or society terms of office, so long as the individual retains an active medical school faculty appointment.

The Administrative Board shall meet at least twice per year and may meet at any other time and place upon call of the Chair, provided adequate written notice thereof has been given.

Officers: The officers of the Administrative Board, the Chair and Chair-Elect, shall be elected at the spring meeting of the Council of Faculty and Academic Societies. The Chair and Chair-Elect shall each serve for a term of two (2) years, or until their respective successors are elected and installed. Terms of offices will commence immediately following the AAMC annual meeting occurring after election.

Duties of the Chair: The Chair shall preside at all meetings, shall serve as Chair of the Administrative Board, and shall be an ex officio member of all committees except the Nominating Committee. S/he shall have primary responsibility for arranging the agenda of meetings, conducting the business of the Council, and carrying out policies of the Council.

Duties of the Chair-Elect: The Chair-Elect shall act as Vice-Chair and assume the duties of the Chair whenever s/he is absent or unable to act. S/he shall be an ex officio member of all committees, except the nominating committee. The Chair-Elect shall succeed to the office of Chair upon the expiration of his/her term as Chair-Elect.

Section V. Committees

The CFAS Nominating Committee shall be composed of seven representatives and chaired by the Immediate Past Chair of the Council. Of the remaining six members, two shall be sitting members of the Administrative Board and one must *not* be a current member of the Administrative Board. The Nominating Committee will ensure that the Administrative Board maintains a diverse membership, including appropriate representation from basic and clinical societies, senior and

junior faculty, and representatives from the various established membership pathways.

The Nominating Committee will recommend to the Administrative Board any replacement Chair or Chair-Elect, if a previously elected officer is unable to serve. The Administrative Board will then make such replacement appointment, which will remain in effect until the completion of the scheduled term.

Other Committees will be created and charged by the Administrative Board as needed.

Section VI. Meetings and Quorums

Regular meetings of the Council of Faculty and Academic Societies shall occur. Notice of meetings shall be given at least 30 days prior to the date thereof, and meetings shall be held in conjunction with other activities of the Association of American Medical Colleges whenever possible.

At scheduled Business Meetings of the CFAS, a quorum shall consist of fifty percent of the voting members attending the business meeting or a minimum of 20 attendees. A quorum of the CFAS Administrative Board will consist of fifty percent of its voting members.

Actions and elections may be undertaken using electronic tools suitable for this purpose. In each case, the communication should specify the date and time at which balloting will close. When this occurs, the decision will be based on the majority of votes cast within the specified timeframe.

Section VII. Amendments

Amendments to these Rules and Regulations may be proposed at any appropriately announced meeting of the Council of Faculty and Academic Societies, at which a quorum is present, by a two-thirds majority of those voting members present. Any such amendment shall become effective only upon subsequent approval by the Board of Directors.

Approved by the CAS Administrative Board on December 4, 2012.