

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Amending the Bylaws of the College</b>		<b>SOP #: GA.002.00</b>
Effective Date	April 1, 2019	
Last Revision/Review	April 1, 2019 , Reviewed 8/28/19	

### **1. Purpose**

To provide orderly direction to the consideration of proposed amendments to the Bylaws of the College (the Bylaws).

### **2. Related Policy/Authority**

BCOM Policy B1030- Governance and Program Policies.

Bylaws of the College as amended.

### **3. Faculty/Staff Responsibilities**

Office of the Chief Academic Officer

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

1. All requests to amend the Bylaws of the College shall be submitted to the Office of the Chief Academic Officer.
  - a. Requests for amendments to the Bylaws may only be submitted by those holding the following positions:
    - i. Department Head;
    - ii. Director;
    - iii. Vice-President (including Associate and Assistant);
    - iv. Dean (including Associate and Assistant);
    - v. Chair of Faculty Council.
2. Upon receipt of a request to amend the Bylaws, the Chief Academic Officer shall work with the requesting department to place the amendment in its proper form to conform to the language and numeration of the Bylaws.
3. Upon receipt of a request to amend the Bylaws, the Chief Academic Officer shall appoint an *ad hoc* committee to review the request to determine:
  - a. Appropriateness for inclusion in the Bylaws;
  - b. Conflict with any existing governance documents including the Policies of the College and the Bylaws of the Board of Trustees;
  - c. Conflict with any accreditation standards;
  - d. Impact to the College, its operations and integrity;
  - e. Any additional noteworthy observations.
4. Upon completion of its review, the Committee shall provide a report to the Executive Committee of the College regarding the findings of its review.
5. The Executive Committee of the College may by majority vote:

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- a. Send the amendment request to the Faculty Council to conduct a ratification vote of the faculty.
    - i. The Chief Academic Officer may conduct such a vote if the Faculty Council cannot do same within thirty days of receipt of the request.
  - b. Send the amendment request back to Committee for further review with any clarifying questions;
  - c. Deny the amendment request.
    - i. In such instance that a request for a Bylaws amendment is denied by the Executive Committee, the Chief Academic Officer shall provide a report back to the originator detailing the reason(s) for denial.
6. Upon receipt of the results of the faculty ratification vote, the Chief Academic Officer shall:
- a. Notify the faculty of the outcome of the ratification vote.
    - i. If the vote was in the affirmative as required by Article IV of the Bylaws the amendment shall be deemed in effect.
      1. The Chief Academic Officer shall provide notice to the Board of Trustees at its next scheduled meeting.
      2. The Chief Academic Officer shall post the amended Bylaws to its public site.
      3. The Chief Academic Officer shall provide notice to all faculty, students, and staff of the amendment.
    - ii. If the vote was to deny, the amendment shall be of no effect.
      1. The Chief Academic Officer shall provide notice to the originator of the Amendment.
      2. The Chief Academic Officer shall provide notice to the Executive Committee at its next scheduled meeting.

### **6. Reports/Charts/Forms/Attachments/Cross References**

Bylaws of the College

<https://bcomnm.org/wp-content/uploads/2018/10/BCOM-Bylaws-Amended-10.11.2018.pdf>

### **7. Maintenance**

Office of the Chief Academic Officer

### **8. Signature**

Signature on File	8/28/19
Don N. Peska, DO, MEd, Dean and CAO	Date

### **9. Distribution List**

Executive Committee of the College

Office of the President

### **10. Revision History**