

By Laws
Faculty of the Tulane University Neuroscience Program
May, 2009

- I. Membership
 - A. Membership in the Neuroscience Faculty is by nomination and election.
 - B. Nomination of new members.
 - 1. New members may be nominated by any current member of the Faculty.
 - 2. Criteria for membership include research in neuroscience and publication in neuroscience journals.
 - 3. Nominated members shall submit a CV or biosketch to the Steering Committee for review. The Steering Committee shall then forward the names of recommended candidates to the Faculty for approval through a mail ballot.
 - C. Election of new members shall be conducted as described in Article IV.
 - D. Status as a voting member is maintained by regular attendance at scheduled meetings of the Neuroscience Faculty. Failure to attend two consecutive meetings of the Faculty results in change of status to non-voting member, for the purposes of establishment of a quorum at faculty meetings. However, voting rights for mail ballots are retained. Reinstatement of voting membership is automatic upon attendance at any meeting of the Faculty subsequent to suspension of voting status.

- II. Governance
 - A. The Neuroscience Program shall be governed by an elected Steering Committee, consisting of a Director and six Representatives. Elections shall be held in May or June, with the term of office beginning the following July 1.
 - B. The Director is elected from the Faculty. The term of office of the Director is three years.
 - C. The Steering Committee is composed of six representatives. Four of the representatives shall be divisional representatives and two shall be at-large representatives. The term of office of members of the Steering Committee shall be two years, with half of the members elected each year. Representatives shall serve for no more than two terms during a period of six years.
 - D. Divisional representative shall be elected from each of the following divisions: One from the Basic Science departments of the Medical School, one from the Clinical Science departments of the Medical School, and two faculty of the Uptown Campus elected in alternate years.
 - E. Two at-large representatives shall be elected in alternate years from the Neuroscience Faculty without regard to division.
 - F. Nominations for Director or member of the Steering Committee shall be solicited by the current Steering Committee prior to and during the Spring Meeting of the Neuroscience Faculty. Nominees shall be members in good standing of the Neuroscience Faculty. From the list of nominees, the Steering Committee will prepare a slate of candidates. The C.V.'s or biosketches of the selected candidates will be made available to the Neuroscience Faculty prior to the election. Election of the Steering Committee will be by mail ballot.
 - G. The responsibilities of the Steering Committee include general administration, admission of students, awarding of fellowships and stipends, approving course

requirements, acting on petitions, recommending candidates for degrees, and budgetary allocations.

- H. In case of resignation of a member of the Steering Committee, the remaining members of the Steering Committee may appoint a representative to fulfill the remaining term, or call a special election for replacement of the resigning member.
- I. A quorum of the Steering Committee consists of at least 5 members, including the Director. If only 5 members are present, then motions must be approved by at least 4 members.

III. Meetings

- A. Meetings of the Neuroscience Faculty shall be held twice a year, in April and in November. Business to be conducted shall include a review of student progress, financial status of the program, nomination of new members, and other business as determined by the Steering Committee or Faculty.
- B. Meetings of the Steering Committee shall be held approximately every two months.
- C. Meetings shall be conducted according to Roberts Rules of Order.

IV. Voting

- A. Voting may be by mail ballot or at meetings of the Faculty.
- B. At meetings of the Faculty, a quorum shall be defined as 50% of the voting members of the Faculty.
- C. For issues other than changes in the By Laws, a simple majority will be sufficient to determine the outcome of the vote. For changes in the By Laws, a 2/3 majority will be required.
- D. Outcomes by mail ballot will be determined by the percent of ballots returned.
- E. Outcomes by voice vote, show-of-hands vote, or secret ballot at Faculty meetings will be determined by percent of voting members present.

V. Amendment of the By Laws

- A. Amendment of the By Laws should be proposed in writing to the Steering Committee.
- B. Proposed amendments must be sponsored by four or more members of the Faculty.
- C. The Steering Committee will distribute the proposed changes to the Faculty for their consideration. If four or more members of the faculty so request, the Steering Committee will call a special meeting of the Faculty to discuss the proposed amendments.
- D. Voting shall be by mail ballot.