

## NIH Staff Clinician Council (SCC)

### Bylaws

June 13, 2018

#### Article I. Name

The name of this organization will be the NIH Staff Clinician Council.

#### Article II. Mission Statement

The mission of the NIH Staff Clinician Council is to advocate for the professional development of NIH Staff Clinicians as clinician-scientists and to support their ongoing provision of high-quality and cutting-edge clinical care to NIH patients and research subjects.

#### Article III. Organization

The Staff Clinician Council will consist of 7 members with at least two members from the NIH Clinical Center and remaining members from the various institutes. All members will be Staff Clinicians.

1. **Election of Council Members** – As vacancies arise, a call for nominations will be sent to the Staff Clinician community. All Staff Clinicians may submit names and/or self-nominate. Nominations will be accompanied by a brief biosketch and all nominees shall affirm willingness to serve. There is no limit to the number of nominees on a ballot. After voting on the ballot is complete, the nominee(s) receiving the most votes will fill the vacancies on the council. Clinical Center (CC) council member vacancies will be replaced by the CC Staff Clinician nominees obtaining the most votes.
  - a. Elections will be held electronically using the internet and all Staff Clinicians will have one week to vote once the ballot opens.
  - b. Elections will be implemented and overseen by the council as indicated by vacancies and terms as described in Section 2.
2. **Terms of Council Membership** – The members of the inception council will serve 3 and 4 year terms, with 3 (including 1 CC member) stepping down after 3 years and the remaining 4 stepping down after 4 years. Thereafter, members of the council will sit for 3-year terms. If a member is elected to Vice Chair, that member will continue for an additional two years in order to serve one year as Vice Chair and one subsequent year as Chair. Following a completed term, members may be nominated and re-elected to the council and there are no limits to the number of consecutive or total terms a member may serve.
3. **Officers of the Council** – Members of the council will submit names and/or self-nominate for the election of officers. During the election, all members of the council must vote, either in-person or electronically, and a simple majority (4/7) is required. If more than two members are nominated for a single position, a run-off will be held in which members can vote for two individuals to be on the ballot, with no self-voting during the run-off.
  - a. **Chair.** The Chair will serve as the head of the council. The term will be one year. This position will be filled by the immediate-past Vice Chair or by council vote if the immediate-past Vice Chair is not able to serve. The current Chair may be

considered, along with other council members, for a second consecutive one-year term if the immediate-past Vice Chair is not able to serve. The immediate-past Chair will serve, if possible, in an ex-officio role and attend two council meetings during the year after their term as Chair.

- b. **Vice Chair.** The Vice Chair will ensure continuity of the on-going goals and priorities of the council during their two-year cycle.
- c. **Secretary.** The Secretary will be responsible for drafting minutes of each in-person meeting and disseminating the minutes to the council prior to the next meeting. The Secretary will draft emails to council members with an agenda with input elicited from the council prior to each meeting.

#### **Article IV. Responsibilities**

1. **Annual Staff Clinician Assembly** – The Staff Clinician Council will conduct an open meeting for all Staff Clinicians at least once per year. The agenda for this meeting will be determined by the council but will include a summary report of the council’s activities in the past year as well as an open forum for identification and discussion of current issues/concerns of the Staff Clinicians of the NIH.
2. **Staff Clinician Council Responsibilities**
  - a. **Attend all scheduled meetings** – The council will determine a regular meeting schedule and will meet no fewer than 6 times per year. Council members are expected to make every reasonable effort to attend each meeting and to communicate with the council when they are unable to attend.
  - b. **Participate and attend NIH Clinical Center Committee meetings** – Staff Clinician Council members will represent the Staff Clinicians by membership and regular attendance at the Medical Executive Committee the Intramural Clinical Research Steering Committee, the Graduate Medical Education Committee, the Advisory Board for Clinical Research, and other meetings deemed appropriate by the council. The members of the council will volunteer to cover these meetings and will be responsible to provide coverage from the council members when unable to attend.
  - c. **Ensure pertinent information is disseminated to the Staff Clinicians** – The council members will provide and disseminate information pertinent to Staff Clinicians through the annual meeting and listserv email, as needed.
  - d. **Communicate concerns to the Council from Staff Clinicians.** Staff Clinician Council Members will maintain an open door policy for fellow Staff Clinicians and will bring to the council’s attention concerns expressed to them. Further, the council members may create ad hoc surveys within and/or across all ICs to obtain information from the Staff Clinicians on issues as they arise.
3. **Review and Amendment of Bylaws**

The council will review the bylaws at least annually to ensure accuracy and appropriateness. Proposed changes to the bylaws should be submitted to the council in writing. To approve a change to the bylaws there must be a 2/3 vote to approve the change by the council members.

#### **Article V. Quorum**

1. For the Staff Clinician Council, a simple majority of the elected representatives must be present to vote on any business.
2. The members present shall constitute a quorum for the purposes of conducting business not requiring a vote.