

Texas Tech University Health Sciences Center at El Paso

Committee on Continuing Medical Education Bylaws

1. **Name of the Committee:** The Committee on Continuing Medical Education (CCME) is defined by TTUHSC PLFSOM Faculty Bylaws, Article IX.C.7.
2. **Mission/Vision:** The Continuing Medical Education (CME) Program at Texas Tech University Health Sciences Center (TTUHSC) Paul L Foster School of Medicine (PLFSOM) is committed to a comprehensive and evidence-based system of continuing professional development with an inter-professional approach. Through multi-modal educational interventions, the CME Program will address identified knowledge and practice gaps to enable health care professionals in the Border Region of West Texas to pursue lifelong learning that will enhance their professional competence and performance, and improve and promote the health of their patients.
3. **Preamble:** The following bylaws are an extension of TTUHSC PLFSOM Faculty Bylaws to elaborate on definitions and procedures not identified in Article IX, Standing Committees, C. 7, Committee on Continuing Medical Education.
4. **Membership**
 - 4.1 Representation: Membership shall consist of one representative from each PLFSOM department. In addition, other stakeholder entities may each have one representative. Examples of other stakeholder entities include, but are not limited to, UMC, other TTUHSC-El Paso Schools, residents or a representative from the Office of Graduate Medical Education, medical students or a representative from the Office of Student Affairs.
 - 4.2 Responsibilities of members: Representatives function to ensure that the PLFSOM CME Program meets the mission and vision stated above, and to serve as liaisons among departments, the institution, and the Office of Continuing Medical Education.
 - 4.3 Nomination and election process: Each departmental representative shall be elected or appointed by the Chair to serve on the CCME. To achieve and maintain key input from other stakeholder entities, additional members can be appointed by the Dean or Faculty Council, or they may be invited by the CCME itself.
 - 4.4 Term of members: Representatives' two-year terms shall begin September 1, unless they are replacing a member who is not completing their 2-year term. In the latter case, the new member's term will expire on the date scheduled for the member they are replacing. Each department or other represented entity will be assigned either an even or odd year to elect/appoint a representative, and this assignment shall be appended to these Bylaws. Multiple successive terms are allowed.
 - 4.5 Attendance: To assure balanced and continuing representation, any representative who misses 2 consecutive CCME meetings will need to send a representative on their behalf or will be replaced by his/her appointing authority.

Texas Tech University Health Sciences Center at El Paso

Committee on Continuing Medical Education Bylaws

5. Officers, elections and terms

- 5.1 Officers shall consist of a Chair and a Vice Chair who must be current members of the Committee on Continuing Medical Education. The Chair shall conduct meetings in coordination with the CME Director. The Vice Chair shall serve in the absence of the chair.
- 5.2 Election of officers shall be held in June or July of each year; unless an unexpected vacancy becomes open. In the case of an unexpected vacancy an election for this position will take place at the next scheduled CCME meeting. The newly elected officer will serve out the remainder of the term of previous office holder.
- 5.3 Officers shall serve two-year terms, with a limit of one additional successive terms.

6. Meetings

- 6.1 The CCME shall meet every other month (six times per year) unless members determine that insufficient business exists to justify a meeting. However, meetings shall take place a minimum of four times per year (quarterly).
 - 6.2 Special meetings may be requested by CCME members, Faculty Council or the Dean.
 - 6.3 Notification: Members will be notified of meetings by e-mail
7. **Quorum and voting:** A quorum shall consist of 50% of the voting members. Decisions shall require a simple majority of the quorum.

8. Reports

- 8.1 Meeting Minutes for each CCME meeting will be posted on the CME web site.
- 8.2 An annual report of CCME activity will be compiled and approved by the CME Director and CCME Chair and Vice Chair and reported to the PLFSOM Faculty Council.