

NOTES FOR CLINICAL SCIENCES AREA COMMITTEE

1. A list of meeting dates will be distributed as soon as they are established.
2. Monthly meetings will be held and should be placed on your calendar as standing meetings. Should there be a change in the standing dates, or a cancellation, members will be notified.
3. A quorum of two-thirds of the qualified members must be present at each meeting (specifically 5 out of 9).
4. Members shall disqualify themselves and abstain from voting on candidates from their respective divisions. They may, however, participate in the discussion.
5. Dossiers and job descriptions will remain in the Office of Cathy Owen, A301 Kentucky Clinic. Members will be notified each month one week before the meeting date that materials are ready to be reviewed. Each committee member must review all dossiers and job descriptions prior to the standing committee meetings. It is very important to notify Cathy each month if you will be unable to attend the meeting and/or review materials. If you are unable to attend a meeting, it is important that you review the materials for that meeting, if possible.
6. Because of the nature of the minutes, they will be available for review by committee members, but will not be distributed. They will be available in Cathy's office.