

INTRODUCTION

The Outside Interests Committee is charged by the Case COI Policy with convening to review outside financial interest reports and outside financial interests where there could be the appearance of a conflict of interest (see Procedure on the Outside Interests Committee).

MEMBERSHIP

The membership of the Outside Interests Committee is appointed by the President, as per the Case COI policy. The Chair of the Outside Interests Committee is likewise appointed by the President.

New members may be invited by the Chair to participate on an interim basis as "regular" or as "alternate" members—for example, when any member leaves during the year. However, this invitation is pending formal appointment of the membership by the President each year.

Faculty membership

The Case COI policy requires that a majority of the total membership of the Outside Interests Committee be from the Faculty, and that a representative be appointed from the Faculty Senate.

The Outside Interests Committee may also establish that a specific minimum number of Faculty members will be present at a given meeting to ensure strong Faculty representation.

Community membership

According to Case COI policies, the Committee includes “at least one member of the public who serves as a regular member of the Conflict of Interest Committee, and a second member of the public who serves as an alternate member of the Conflict of Interest Committee.” Furthermore, “the members of the public must not have any affiliation with the University (including as alumni, faculty, clinical faculty, adjunct faculty, or emeritus faculty) or with its affiliated hospitals (other than as patients).”

Regular members and alternates

Regular members are required to be in attendance at a convened meeting in order to vote, but may also attend via videoconference or conference call.

Alternates

A regular member can suggest an alternate member to attend the meeting and vote if the regular member cannot attend. Regular members are encouraged to suggest alternates to ensure representation from their areas, and to help ensure quorum. Alternate members have an independent vote if the regular member is not in attendance.

If both a regular member and that individual’s alternate attend the meeting, the vote of the regular member is counted and not that of the alternate member, in the case of Staff.

Faculty alternates

If there is an alternate member present who is a faculty member at a meeting when the corresponding regular member from the faculty is also present, the faculty alternate will have an independent vote, and the presence of the faculty alternate will count toward overall quorum and toward meeting the faculty minimum.

Community member alternates

If there is an alternate community member present, and the regular member is also present, then the alternate community member's vote will also count. If two alternate community members are present (and the regular member is not), then both alternate community member votes will count. If two alternate community members are present (as well as the regular community member), then the vote of the regular community member, as well as that of the first alternate to arrive at that meeting will count. The second alternate community member is invited to participate in discussion, but no more than two community member votes will be counted.

Attendance

Members are encouraged to suggest alternates, to ensure that their area is represented and that quorum is met. If any regular member misses three meetings consecutively, the Chair will contact that member. If the member makes a commitment to attend and misses another two meetings, it is within the purview of the Chair to recommend to the President that another member be designated from that area.

VOTING

Any voting member may make a motion, and that motion requires a second. A vote will be called by the Chair. A simple majority is required to pass a motion.

Voting at a convened meeting

At a convened meeting, the votes of individuals in the room (or attending by videoconference or conference call) are counted.

Voting via email

If each respondent agrees that an email vote is acceptable, then the vote will require a quorum and every vote will need to be a "yes" in order for the action to be approved. Abstentions will not invalidate the vote if a quorum is reached.

If any OIC member requests discussion and vote on the email action, then that item will be placed on the agenda of the next convened meeting and the email vote will not further continue. The OIC members will be so informed.

Quorum

Quorum shall be 50% or more of regular voting members. Quorum must be achieved to take a vote. If any member who is present abstains from the vote, the presence of that individual will still count toward quorum.

MEETINGS

Regular meetings are scheduled monthly, but special meetings may be called, as needed, by the Chair.

Minutes

The Office of Outside Interests will prepare minutes after each meeting, and these minutes will be provided to the membership for approval by vote.

AMENDMENT OF THE VOTING RULES

The Voting Rules (Bylaws) can be amended by a simple majority vote at a convened meeting. The Amendment will become effective when approved.