

Bylaws of the Faculty of the Oakland University William Beaumont School of Medicine

*2nd Edition – Ratified
April 30, 2014*

Note: These bylaws are subject to change and will be updated from time to time by the faculty

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Preamble

The Oakland University William Beaumont School of Medicine shall be governed in its internal administration by its Faculty.

Article I. Name

The name of this assembly shall be the Faculty of the Oakland University William Beaumont School of Medicine.

Article II. Powers and Duties

The Faculty shall have such powers and duties as may be delegated to it and which the Faculty has been accustomed to exercise. These bylaws are intended to supplement the Constitution of the School of Medicine. Where there are alleged conflicts, the Constitution as interpreted by the Provost, on advice of the Legal Counsel must prevail. Among the powers and duties of the Faculty are the following:

- A. To establish rules for the conduct of its business
- B. To establish policies for the governance of the School in its internal administration
- C. To elect the President, Vice President, and Secretary of the Faculty Assembly
- D. To determine the composition of committees, except as hereinafter specified, for the conduct of Faculty business and assign functions and responsibilities to them
- E. To assign functions and responsibilities to the Executive Committee of the School
- F. To grant the Faculty the fullest measure of autonomy consistent with the maintenance of general School policy and academic process and administrative relations with other units within the University
- G. To establish the academic policy of the School of Medicine exercising jurisdiction in all educational matters falling within the scope of its Departments and Programs, including making recommendations on matters of educational policy relevant to the School but which fall under the jurisdiction of other bodies

Article III. Membership and Voting Rights

- A. The Faculty consists of the Dean of the School of Medicine, the Associate Deans, and all those in the School with academic rank or title who are tenured or are receiving probationary credit, and such other officers of the School. The Faculty also includes all teaching personnel with the rank or title of professor, associate professor, assistant professor or instructor
- B. All members of the faculty as defined in the School of Medicine Constitution [Article II] shall be entitled to participate in meetings of the faculty by voice and by vote
- C. There will be two undergraduate medical student representatives that will serve on the Faculty Assembly. The two students will be appointed by the Executive Committee and must be in good standing. Undergraduate medical student representatives on standing committees shall have voice but not vote at all general Faculty meetings
- D. Departmental bylaws may establish their own definition of voting faculty for issues related to the department. Such definition may be narrower than in these Bylaws but should not be narrower than the definition of faculty as prescribed in the Constitution

Article IV. Officers

Section A. The Dean

The Dean is the Chief Executive Officer of the School responsible to the Provost for its administration and is the agent of the Faculty for the execution of School policy. The Dean is the Chief Academic Officer of Beaumont, as stated in the Oakland University William Beaumont Hospital Affiliation Agreement and the School of Medicine Constitution: Article II. The performance of the Dean shall be evaluated at least every five years in a manner consistent with the School of Medicine Constitution: Article II. The Dean shall:

- a) Formulate and present policies to the Faculty for its consideration
- b) Report to the Faculty on the work of the School
- c) Represent the School at conferences or designate representatives for specific conferences
- d) Serve as the medium of communication for all official business of the School with other campus authorities, the students, and public
- e) Recommend the appointment, reappointment, non-reappointment, or promotion of officers and members of the administrative and teaching staff. In these matters, the Dean shall consult with appropriate department/ program heads and chairs/

directors and shall review recommendations received from appropriate governance bodies within all programs, departments, or other units involved

- f) Shall serve ex-officio on the Committee on Committees without voting privileges
- g) Prepare the budget of the School in consultation with the Vice, Associate and Assistant Deans

Section B. Leadership Positions in the Faculty Assembly

The officers of the Faculty Assembly shall consist of a President, Vice President, and Secretary. None of these officers may be the Dean or an officer of a School of Medicine affiliate that delivers clinical education and care. The Faculty Assembly shall elect the Vice President and Secretary. The leadership positions of President and Vice President shall alternate from Beaumont Health System faculty and Oakland University based faculty.

(1) President

- a) The President of the Faculty Assembly shall assume this position after serving as the Vice President of the Faculty Assembly. If the President is unable to complete the term, the Vice-President shall assume the office and remain in that office for the subsequent term. The President will serve for a two-year term
- b) Duties of the President shall be to:
 - Advise the Dean and the Faculty on relevant matters
 - Conduct all meetings of the Faculty Assembly
 - Appoint Ad Hoc Committees as needed

(2) Vice President

- a) The Vice-President of the Faculty Assembly shall be nominated by the Faculty Assembly from among the Faculty and will serve a two-year term. At the annual meeting of an election year, the name of the candidates shall be announced and additional nominations may be received from the floor
- b) Duties of the Vice President shall be to:
 - Conduct meetings of the Faculty Assembly in the Presidents Absence
 - Automatically succeed to the Presidency
- c) A vacancy in the office of Vice-President shall be filled through a special election held within ninety days of the vacancy

(3) Secretary

- The Secretary of the Faculty Assembly shall be nominated by the Faculty Assembly from among the Faculty and may serve an indefinite number of terms. At the annual meeting of an election year, the name of the candidates shall be announced and additional nominations may be

received from the floor. The Secretary, who shall be an Oakland University based faculty member, shall serve until a successor is elected and qualified. In the execution of assigned duties, the Secretary shall utilize requisite secretarial and staff support of the Office of the Dean.

- a) Duties of the Secretary shall be to:
- Distribute to members of the Faculty and such other persons as the Executive Committee or Dean, all notices, calls, agenda, and minutes of Faculty Assembly meetings
 - Record and preserve minutes of all meetings of the Faculty Assembly, the votes taken therein, special reports, and all other official actions
 - Preserve on file all documents and papers that belong to the Faculty Assembly or which are made part of the proceedings
 - Ensure that the Faculty Assembly is notified of all appropriate business that should be brought before it
 - Conducting the balloting and report the results to the Faculty Assembly, in all elections requiring an electronic or mail ballot

Article V. Meetings of the Faculty Assembly

Section A. Regular Meetings

(1) Frequency of Regular Meetings

There shall be at least two regular meetings of the Faculty Assembly each year, with the dates and locations to be fixed by the Executive Committee and announced at the beginning of each academic year.

(2) Call and Notice of Regular Meetings

- a) Regular meetings of the Faculty Assembly shall be called by the Executive Committee or the President of the Faculty Assembly
- b) The secretary shall furnish members entitled to vote in Faculty meetings the agenda of each meeting

(3) Agenda; Order of Business for Regular Meetings

- a) Agenda items may be placed on the agenda in any of the following ways:
- By the President of the Faculty Assembly
 - By the Executive Committee
 - By the Dean
 - A member of the Faculty who wishes to petition that an item be included on the agenda of a regular meeting of the School shall submit such item to the Dean at least 15 calendar days before the scheduled date of the meeting. The Dean, in consultation with the Executive Committee shall consider and may schedule inclusion of such items on the agenda or may refer such items to an appropriate committee. This provision shall not abridge the right of any member of the Faculty to present any matter to the Faculty at any regular meeting under the

appropriate heading of “old” or “new” business (see section 5 as follows)

- b) The order of business for a regular meeting shall be determined by the President of the Faculty Assembly in consultation with the Executive Committee

(4) Quorum for Regular Meetings

At regular meetings of the Faculty Assembly the quorum shall consist of 40% of non-clinical faculty and 5% of clinical faculty members present and entitled to vote, or 30 members, whichever is less. Faculty members on leave shall not be counted as a part of the quorum. Electronic or remote ballots may be used.

(5) New Business at Regular Meetings

- a) Items introduced as new business at any regular meeting shall be introduced in the form of a resolution. No such resolution shall be debated or adopted at the regular meeting of the Faculty at which it is introduced, but shall be referred by the President of the Faculty Assembly to the appropriate committee or an ad-hoc committee. The sponsor in introducing the proposal may speak in explanation of the purpose of the resolution and discussion may be held
- b) Items submitted in committees by individuals, departments, or other academic units may be reported out at the discretion of the committee, except that any member of the Faculty may introduce a motion under the heading of new business to compel a report on a given matter at the next regularly scheduled meeting
- c) Implementation, modification, and elimination of programs should be presented to Faculty Assembly for proposal, a second reading, and followed by a vote

(6) Voting at Regular Meetings

- a) Typically the right to vote shall be limited to those entitled to vote as defined by the School of Medicine Constitution: Article IV.
- b) Resolutions shall be passed and uncontested elections determined by a vote of those present and voting, except as may be hereinafter provided
- c) Where a decision requires the approval of the Faculty Assembly a quorum must be reached. If a quorum is not present, the President of the Faculty Assembly has authority to obtain approval as follows:
 - The decision may be deferred until the next meeting or
 - Electronic or mail ballots may be used

(7) Observers at Regular Meetings

- a) Except as limited below, persons not entitled to vote may attend meetings as observers to the extent that physical facilities permit

- b) Persons attending a Faculty Assembly meeting as observers will be seated in a designated area separate from the voting members
- c) Observers may, upon invitation by the Faculty Assembly President or with the onset of a majority vote of members of the assembly in attendance, be given the right to speak on any matter before the body for no more than five minutes
- d) The Faculty, by a majority vote of those present at any meeting, may determine that an item on the agenda shall be considered in executive session. Only voting members shall be present in executive session

(8) Parliamentary Authority

The most recent edition of Roberts' Rules of Order, Newly Revised shall govern meetings of the Faculty in all cases in which they are applicable and not in conflict with these Bylaws or the University Statutes

Section B. Special Meetings

(1) Calling Special Meetings

- a) Special meetings of the Faculty Assembly may be called by the President of the Faculty Assembly, the Executive Committee, the Dean, and by a resolution made and approved in a regular meeting of the Faculty Assembly, or upon written receipt of a petition from 40% or more faculty who are entitled to vote. Special meetings require written notification to the Faculty at least 15 days before the meeting is held
- b) Upon receipt of a written petition of 40% or at least 30 members, whichever is less, of the Faculty entitled to vote, the President of the Faculty Assembly or the Dean in consultation with the Executive Committee shall call a special meeting of the Faculty. Such meeting shall be held within twenty days
- c) A petition for a special meeting shall include the proposed agenda and/or resolution(s) to be proposed, together with supporting documentation. No person among the signatories thereto shall be designated as the party for such consultations concerning scheduling and arrangements as may be required

(2) Notice of Special Meetings

The notice provisions for a special meeting shall be the same as for a regular meeting, including the provisions for distribution of the agenda, with the following exceptions:

- a) All notices of special meetings shall be plainly marked "Special Meeting"
- b) Should a situation require immediate action, the Dean, with the consent of a majority of the Executive Committee, may designate a special meeting as an emergency meeting; motives of an emergency meeting must be delivered to departmental offices not less than 24 hours before the hour set for such meeting and must be plainly marked "Emergency Meeting"

(3) Agenda for Special Meetings

The agenda items for special meetings shall be confined to the items listed on the call for the meeting, and the discussions and actions at such a meeting shall be limited thereto

(4) Quorum for Special Meetings

At special Faculty meetings at least 24 members entitled to vote must be present for final action to be taken on a main motion

(5) Other Procedural Matters for Special Meetings

Other provisions for voting, balloting, and observers shall be the same for special meetings as for regular meetings

Article VI. Committees

Section A. Procedural Matters of Standing Committees

- (1) The School of Medicine will have committees as expected of schools of medicine in the United States and Canada, especially those committees required for accreditation purposes
- (2) The Faculty Assembly will elect members as described by the procedures listed below
- (3) Standing and ad-hoc committees may be formed, disbanded and modified as proposed by the Faculty Assembly President, the Committee on Committees, or the Dean, with the approval of the Assembly
- (4) Committee membership will typically include three members from the Department of Biomedical Sciences and three from the School of Medicine's affiliates that deliver clinical education and care, unless noted below. Fewer or more members may be involved as directed by the Committee on Committees so as to better allow for each committee to accomplish its goals
- (5) Members of the faculty may be nominated (by self or others) for an opening on a committee via the annual Interest Survey, which is carried out under the direction of the Committee on Committees. These nominations should ordinarily include Faculty familiar with the activity of the Committee for which they are recommended. Thus, the Committee on Committees will select a subset of nominees whose names will be submitted to the Dean for confirmation and committee appointment
- (6) The Chair of each committee will be appointed by the Dean.
- (7) Each committee will elect a Vice Chair, Secretary and other leadership positions as deemed necessary by the committee. These positions may be filled by any committee member whether Oakland University or Beaumont Health System based

- (8) Committee members may serve a maximum of two three-year terms. Terms shall be staggered such that one-third of its members are appointed each year. Members may be eligible for a new appointment after one-year gap in service
- (9) Attendance of at least 50% of each committee's scheduled meetings is required for each member
- (10) The Vice Chair of each committee must furnish a list of open membership spots for the next year to the Committee on Committees at an annually designated date, as well as any unanticipated vacancies on an on-going basis
- (11) The secretary must record all minutes and submit them annually to the Secretary of the Faculty Assembly at the spring meeting
- (12) Nominations for memberships of students shall be made by a mechanism determined by the School's Medical Student Government in consultation with the Associate Dean of Student Affairs. Of the students nominated, those chosen by the Committee on Committees, may serve as a member on a designated Committee. The student must be in good standing and will have a voice, but no voting rights. Student representation will be on most committees excluding: Committee on Appointments, Promotion and Tenure, and the Student Performance Review Committee (SPRC)
- (13) The Committee on Committees reviews candidates to fill vacancies occurring in the standing committees
- (14) Committees shall refer their recommendations to the appropriate Assistant and Associate Deans for implementation
- (15) The Executive Committee and Standing Committees are to convene their regular meetings among the geographic sites of the School on a rotational basis that may be determined by each committee.
- (16) A quorum for all standing committees shall consist of a simple majority of that committee
- (17) The standing committees shall include but not be limited to:
 - Executive Committee
 - Committee on Committees
 - Committee for Admissions
 - Curriculum Committee
 - Student Performance Review Committee
 - Committee on Appointments, Promotion and Tenure
 - Committee on Research
 - Committee on Faculty Recognition
 - Committee on Student Awards

- Committee on Student Research
- Scholarship Committee
- Faculty Due Process Committee

Section B. Standing Committees Composition and Charge

(1) Executive Committee

- a) The Executive Committee shall assist and advise the Dean in the conduct of School business. It shall advise the Dean on the formulation and execution of School policies and shall transact such business as may be delegated to it by the Faculty. The Executive Committee shall have the responsibility to act on academic issues that transcend the responsibility of individual committees with special reference to student admission, appraisal, and promotion; faculty appointment and promotion; educational policy; and research policy. The Executive Committee will transmit and receive communications from the University Senate. Standing committees will report annually to the Dean and Executive Committee

- b) The Executive Committee of the Faculty Assembly shall consist of six elected regular members; the Dean and the Associate Deans, serving ex-officio, without vote. Three members will serve from clinical departments and three members will serve as members from the Department of Biomedical Sciences. Guests may be invited by the Dean or the Chair of the Executive Committee as deemed necessary for the proper conduct of business. The Associate Dean for Academic and Faculty Affairs will preside in the Dean's absence. The Executive Committee from among its members shall elect a Vice-Chair annually. One student observer may sit with the Executive Committee. During discussions of faculty appointments/promotions, brought by the Chair of the Committee on Appointments, Promotion and Tenure, the student observer shall be excused from the meeting

- c) The Executive Committee meets every other month except during the months of July and August

(2) Committee on Committees

The Committee on Committees shall report its recommendations to the Associate Dean for Academic and Faculty Affairs for action. The Committee shall:

- a) Disseminate an annual Interest Survey to solicit nominations (self and other) for committee openings
- b) Receive notification of any vacancies or attendance related concerns from the Vice Chair of each committee as they may occur
- c) Prepare a slate of candidates for all elections of committee members of the Faculty or other eligible persons to standing committees of the School. For those appointments not subject to faculty elections, the Committee shall submit slates of candidates
- d) Determine the number of faculty and students to serve on appropriate School committees
- e) Advise the Dean on appointments of persons to fill temporary vacancies of standing committees. The Committee on Committees may be consulted by the Dean on other committee appointments
- f) Periodically review the size and composition of all standing committees and recommend needed changes to the Faculty

(3) Committee for Admissions

The Dean shall appoint the Committee for Admissions, including appropriate ex-officio members, annually. The Admissions Committee has complete autonomy to offer invitations for admission to the school of medicine and shall not be influenced by any means by individuals who do not have voting privileges on this committee. Attempts to influence the decisions of this committee shall be reported without delay to the Associate Dean for Student Affairs and to the Dean of the School of Medicine where the matter will be investigated. The decisions of the Admissions Committee will be transmitted to the Assistant Dean for Admissions for action.

The Committee for Admissions shall:

- a) Formulate and recommend to the Dean and the Executive Committee the policies for student admission to the School of Medicine.
- b) Admit all students to the School of Medicine through processes based upon approved policies, such policies to relate to the establishment of:
 - Criteria and standards for the evaluation of candidates,
 - Procedures for application
 - Procedures for the review of applications, and
 - Procedures for the acceptance of candidates
- c) Formulate and recommend policy regarding the recruitment of students

- d) Maintain records that permit continuing evaluation of policy and process regarding admissions
- e) Develop the means of facilitating understanding of School policies and procedures among premedical advisors
- f) May create a subcommittee to identify recipients for recruitment scholarships

(4) Curriculum Committee

The Curriculum Committee shall report its decisions to the Associate Dean for Medical Education. The Committee shall:

- a) Establish subcommittees to provide surveillance of the M1/M2 curriculum, M3/M4 curriculum, integration of curriculum across all four years, and curriculum evaluation. Each Subcommittee shall report to the Curriculum Committee monthly
- b) Establish other subcommittees as required to maintain an excellent educational program that is compliant with accreditation standards
- c) Establish minimum competencies expected for all graduates of the School of Medicine and monitor the effectiveness of the curricular and appraisal experiences and instruments adopted by the Programs to provide and to certify those competencies
- d) Evaluate the effectiveness of the School of Medicine curriculum and the appraisal instruments used to monitor student progress through the curriculum
- e) Ensure that the curriculum offered and appraisal instruments used meet requirements for Liaison Committee on Medical Education accreditation
- f) Encourage, when appropriate, the Programs to work in a cooperative/collaborative manner in instructional efforts best served by collaborative efforts
- g) Encourage, when appropriate, development of unique curricular endeavors appropriate to the environment in which each Program resides

(5) Student Performance Review Committee (SPRC)

The Student Performance Review Committee shall report its recommendations and decisions to the Associate Dean for Medical Education for action. The Committee shall:

- a) Review and make recommendations on policies regarding student progress, dismissal, or graduation
- b) Make specific recommendations concerning the graduation of students
- c) Report dismissals and reinstatements of students to the Dean
- d) Make specific decisions regarding the advancement of students

(6) Committee on Appointments, Promotion and Tenure (CAPT)

The Committee on Appointments, Promotion and Tenure shall report its recommendations for implementation to the Associate Dean for Academic and Faculty Affairs. The Committee on Appointments, Promotion and Tenure shall:

- a) Review and make recommendations concerning the School criteria for appointment, promotion or tenure within the academic ranks
- b) Review and approve recommendations for appointment, promotion or tenure that are transmitted
- c) Review and take action on the basis of adherence to the prescribed process, criteria, standards and format on recommendations for appointment, promotion and tenure of faculty to associate professor and professor ranks. Such actions will be reported to the Dean

(7) Committee on Research

The Committee on Research committee shall report its recommendations to the Associate Dean for Research and the Dean who will review and implement policy. The Committee shall:

- a) Advise the Dean concerning the administration of general purpose research grants in the School
- b) Actively solicit nominations for such awards
- c) Encourage procurement of institutional general research funds

(8) Committee on Faculty Recognition

The Committee on Faculty Recognition shall report its recommendations to the Associate Dean for Academic and Faculty Affairs. The Committee on Faculty Recognitions shall recommend to the Dean recipients for honors and awards and may establish other means of recognizing meritorious faculty.

(9) Committee on Student Awards

The Committee on Student Awards shall report its recommendations to the Associate Dean for Student Affairs. The committee shall:

- a) Select recipients of awards for presentation at commencement, convocation, and upon other occasions as requested by the Dean
- b) Identify and make known to the Dean, the faculty and the student body of the School those students who have achieved outstanding records and make specific recommendations regarding academic honors

(10) Committee on Student Research

The Committee on Student Research shall report its recommendations to the Associate Dean for Research and the Associate Dean for Medical Education, who will review, approve and implement policy. The committee shall:

- a) Advise the Dean concerning issues related to research and other scholarly endeavors by students
- b) Oversee policies regarding the administration, support and evaluation of student research and scholarly endeavors in conjunction with the research administrative offices of Oakland University and the Beaumont Health System

(11) Scholarship Committee

The Scholarship Committee will report its recommendations and decisions to the Associate Dean for Student Affairs, in consultation with the Vice Dean for Business and Administration, for administration of the scholarships. Ex-Officio members will include the Senior Director of Development, Associate Director of Financial Aid or the Assistant Dean for Medical Student Admissions and Financial Services and Vice Dean for Business and Administration. The Scholarship Committee shall:

- a) Carefully review the scholarship applications submitted and selects the most deserving recipient(s) based on the donor-established criteria
- b) Establish subcommittees as appropriate to accomplish its goals

(12) Faculty Due Process Committee

Members of the Faculty Due Process committee must all serve at the rank of Full Professor (or Associate Professor if in absence of not enough Full Professors). The committee shall review written complaints regarding a faculty member. In non-student complaints, the committee will make a determination on whether the matter is appropriate for review, or refer the matter to the appropriate governing body. If the committee deems that the written complaint has merit, the committee shall conduct hearings and proceedings as are necessary to make a written recommendation to the Associate Dean for Academic and Faculty Affairs, and the Dean.

In complaints related to the violation of the Teacher Learner Relationship policy, The Faculty Due Process Committee shall ensure the appointed ad hoc committee also followed that due process. It shall not re-review the contents of the complaint.

Article VII. Amendment and Revision of Bylaws

Section A. Amendment

- (1) Amendment of or addition to these Bylaws may be made at the second reading of any regular meeting of the Faculty by two-thirds vote of the members present and voting, provided that the notice and agenda requirements have been met
- (2) Proposal for amendments of or addition to these Bylaws may be made by any voting member

Section B. Revision

- (1) At least every five years the Dean shall appoint an ad hoc committee to examine the Bylaws and propose such revisions as seem desirable