

University of Texas Health Science Center at San Antonio
Council of Principal Investigators

Bylaws

1. Purpose of the Council

The Council of Principal Investigators (CPI) is comprised of individuals elected to represent Principal Investigators (PIs) from the University of Texas Health Science Center at San Antonio (UTHSCSA) research community. The CPI's mission is to ensure continued improvement of the research environment for faculty, students and staff at UTHSCSA. The CPI, acting as a voice for the PIs it represents, will work with administration to optimize the efficiency and effectiveness of the research and training environment, with the goal of increasing the national recognition of UTHSCSA as an institution competitive in research and teaching.

The CPI meets monthly to consider specific issues relevant to research and graduate environments. Recommendations are formulated, then discussed with and implemented through the appropriate organizations or administrative offices.

2. Representation

Members of the CPI are elected from the pool of PIs within the UTHSCSA. As such, it is the responsibility of CPI members to maintain an effective dialogue with their constituents within each of the Schools.

A. *Definition of Principal Investigator (PI):* A PI is defined as any full-time member of the UTHSCSA faculty who has been a PI or Co-PI on at least one externally reviewed and funded project or grant within the previous three years.

B. *Meetings:* Unless otherwise announced all meetings shall be open to all those individuals eligible to vote in CPI elections, but only Members of the CPI or their alternates may vote. In general, meetings will be informal. However, at the request of the majority of CPI Members present, the operating procedures adopted by the Faculty Senate, or other procedures as agreed upon by those present, will be followed. The CPI will elect a Secretary who will keep minutes of the meeting. Once Officers and CPI Members have approved the minutes, they will be made available to all PIs and relevant UTHSCSA administrators.

C. *Quorum:* A quorum shall consist of fifty percent or more of the Members of the CPI.

D. *Elections:* Elections will be held annually. Elections will serve to replace CPI Members whose terms have expired or to fill other vacancies. Individuals named on the census of PIs are eligible for election. By the end of the Spring semester of each year, the Chair of the CPI shall inform eligible PIs of the number of positions to be filled and will solicit nominations for those seats. The Executive Committee will compile the list of nominees and prepare a ballot. Ballots shall be sent to all investigators listed on the census of PIs. Nominees receiving the most votes will be named CPI Members until all vacancies have been filled.

E. *Census of Principal Investigators:* A census will be conducted annually by the Executive Committee, with assistance from the Office of Sponsored Programs, to update the list of eligible investigators from each School.

F. *Allocation of Seats:* Census data will be reviewed annually by the Executive Committee of the CPI. The Executive Committee will use these data to determine the number of seats per School, based on proportional representatives of the total number of PIs obtained in the census. Each School will hold at least one seat on the CPI. The total number of CPI Members will be maintained in the range of 10-15, as determined by the Executive Committee.

G. *Membership Terms and Limits*: Membership on the CPI shall be for a three-year term. No Member may be elected to serve more than two consecutive three-year terms. This rule is excepted if the Vice Chair's term expires during the year that the Member serves as Vice Chair or Chair. In this scenario, the Vice Chair's term shall be extended to the end of the term as Immediate Past Chair.

H. *Transfers and Reappointments*: Any Member of the CPI who transfers from one School to another shall retain a seat on the CPI for the remainder of the elected term. In the case that the CPI Member was the sole representative of that School, the now unrepresented School will be entitled to elect a new representative at the next election, and in the interim, shall be represented by an Alternate from the unrepresented School. If the census reveals changes in the number of PIs such that a School becomes over-represented, those CPI Members will serve out their terms on the CPI, and then representation on the CPI adjusted accordingly at the next election.

I. *Alternates*: If a Member of the CPI is faced with an extended time conflict (e.g., teaching commitment at the time of CPI meetings, sabbatical, extended travel, illness etc.) such that the Member is unable to attend two or more consecutive meetings, the Member will appoint an Alternate from the School they represent and notify the CPI Chair of the conflict and the Alternate. If the Member is unable to enlist an Alternate, the Chair may do so.

J. *Failure to Participate*: Any Member of the CPI who fails to attend any four meetings in a year, and also fails to enlist an Alternate from the School they represent, shall be replaced by an Alternate from the Member's School until the next election, with approval of the CPI Chair. A replacement will be elected at the next annual election to fill the remainder of the term.

3. Council Officers and Committees

A. *Officers*: Officers of the CPI are Chair, Vice Chair, Immediate Past Chair, and Secretary.

1. *Selection of Officers*: The Vice Chair will be elected by the CPI membership to a one-year term, effective September 1 through August 31. The Vice Chair will then serve a one-year term as Chair, followed by a one-year term as Immediate Past Chair. A secretary will be elected by the CPI and will serve a 1 year term, September 1 – August 31. After completion of annual CPI elections, nominations for Vice Chair and Secretary will be solicited from CPI Members and elections held at the July CPI meeting. In the event of a vacancy in the office of Vice Chair or Secretary, a special election will be conducted to fill the office with a CPI Member for the remainder of the vacated term.

2. *Duties of Officers*. The Chair will preside over meetings and serve as liaison between the CPI and the University community. The Chair will call the meetings and, together with the Executive Committee, establish the agenda. The Chair will insure that the census is conducted and elections held. The Vice Chair shall serve in the Chair's absence and shall assume the Chair if the Chair can no longer serve. The Immediate Past Chair provides historical perspective and continuity between the previous and present year's activities of the CPI. The secretary will track attendance and manage meeting minutes.

B. *Executive Committee*: An Executive Committee will advise the Chair on CPI activities. The Executive Committee comprises the Chair, Vice Chair, Immediate Past Chair, secretary, and CPI Members that are recommended by the Chair and ratified by the CPI.

C. *Ad hoc Subcommittees*: Ad hoc subcommittees may be created on an as need basis to address issues of importance to the CPI. Composition and supervision of the ad hoc committees will be under the discretion of the Chair and advisement by the Executive Committee.

4. Changes to the Bylaws

These rules and operating procedures can be changed by majority vote of a quorum at any CPI meeting. Recommendations for changes must be presented to the Chair one week prior to the CPI meeting to be included on the meeting agenda.

Approved by CPI: July 9, 2014