

Yale SCHOOL OF MEDICINE

Diversity Advisory Council Bylaws

Responsible Office: Diversity Council
Responsible Official: Darin Latimore, Deputy Dean and Chief Diversity Officer
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1. Section 1 Name

The Diversity Advisory Council's (DAC) mission is to collaborate with the Office of Diversity and Inclusion (DEI) to create an equitable and inclusive environment for all through the implementation of the YSM Diversity Strategic Plan.

DAC is responsible for:

- Disseminating DEI-related best practices to and among the members' departments
- Advising the council chair on DEI-related issues that affect the school
- Enabling department chairs to implement the YSM Diversity Strategic Plan within their departments

2. Section 2 Membership

The Deputy Dean of Diversity and Inclusion and Chief Diversity Officer will chair the DAC.

The DAC Council shall consist of the following members:

A. Department Diversity Vice Chairs or Champions

Each YSM department chair solicits nominations, including self-nominations, for and appoints a Diversity Vice Chair or Champion. Each Vice Chair or Champion will serve on the DAC for two-year renewable terms. Members include representatives from:

- Anesthesiology
- Cell Biology
- Child Study Center
- Comparative Medicine
- Dermatology
- Emergency Medicine
- Genetics
- History of Medicine and Science
- Internal Medicine
- Immunobiology
- Laboratory Medicine
- Microbial Pathogenesis
- Molecular Biophysics and Biochemistry
- Neurology
- Neuroscience
- Neurosurgery
- Obstetrics, Gynecology and Reproductive Sciences
- Ophthalmology
- Orthopedics
- Pathology
- Pediatrics
- Physiology
- Pharmacology
- Psychiatry
- Radiology and Biomedical Imaging
- Surgery
- Therapeutic Radiology
- Urology
- Veterans Healthcare System of CT
- Yale Cancer Center

B. Non-voting ex officio members

- Director of Scientist Diversity and Inclusion
- Associate Dean of Diversity and Associate Chief Diversity Officer
- Medical Director of Health Equity for Yale New Haven Health System
- Associate Director of Diversity, Equity, and Inclusion Training and Development
- Representative, Physician Associate and PA Online Programs

The DAC chair may select up to three additional individuals to join the committee as non-voting members. Nominations, including self-nominations, will be solicited at least every two years. These individuals will be selected based on their commitment to DAC's mission and will serve to broaden representation on the committee.

3. Section 3 Meetings and Operations

A. Frequency

The Council will meet a minimum of once a month. Meetings may be canceled at the discretion of the chair. There will be no fewer than nine meetings in an academic year.

B. Agendas

Agendas for meetings shall be set in advance by the chair and distributed to all members at least 24 hours before the meeting. All DAC members (voting and non-voting) are encouraged to submit topics for discussion. The Council chair will prioritize existing topics.

C. Minutes

Minutes will be kept for all meetings. They will be suitably edited and formatted, reviewed by the chair, and then distributed to Council members. All minutes are stored in a shared Box folder that all members have access to. Council members have the right to ask that minutes be amended or further edited.

D. Quorum and Voting

All Council members are encouraged to participate in the discussion. The chair will attempt to reach agreement through consensus. However, if a formal vote is needed, only appointed members of the Council may vote.

4. Section 4 Expectations of Membership

- A. Members shall attend a minimum of 50% of the meetings.
- B. Members shall also engage in matters under discussion and educate themselves as needed on these matters.

- C. Members should communicate regularly with their department chair and department DEI committees to update them on DAC discussions and activities. The department chair will determine how frequently the council member updates the whole department on the Council's activities.
- D. Members should work closely with their department chair to advance DEI within their departments.

5. Section 5 Bylaws

- A. These bylaws shall serve as a binding framework for the DAC operations.
- B. These bylaws may be amended when necessary.
- C. Any member of the DAC may communicate proposed revisions to the chair.
- D. Proposed revisions will be sent out to the full council at least one week prior to the discussion and voting.
- E. Revisions approved by a majority of voting members at a meeting shall be incorporated into the bylaws.

6. Section 6 Subcommittees

- A. The Council will not have standing subcommittees.
- B. Ad hoc committees may be constituted and charged to address specific issues of interest.
 - i. The Council will form ad hoc committees as needed, and once the charge has been accomplished, the committee will be dissolved. The size of the ad hoc committee will vary depending on its charge. Ad hoc committees are expected to periodically report their progress at the monthly Council meeting.

Contact Information

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