

YALE-NEW HAVEN MEDICAL CENTER
(YNHMC)

POLICIES AND PROCEDURES

Subject: Voting Procedure – GME Policies and Procedures

Policy #: III.014

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Distribution: Accredited and GMEC Approved Programs

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Revision Date:

Introduction:

YNHMC recognizes that as training and accreditation specifications increase, the policies and procedures relating to Graduate Medical Education may need revision. The following policy will define the parameters that are to be used in voting to approve or disapprove new and/or changed policies, procedures and changes in training programs such as new programs and/or complement increases.

Policy:

All policies, procedures and votes that impact all programs within the institution will need to be passed by a 2/3's majority.

Procedure:

A. Because of the variability of the availability of the faculty and resident/fellow representatives, different quorums will exist for each group to be in attendance at Graduate Medical Education Committee (GMEC) meetings in order for a vote to be taken.

1. A faculty quorum will exist at the presence of 10 faculty members.
2. A resident/fellow quorum will exist at the presence of 6 resident/fellow members.

B. With the universal use of email, it is an acceptable method of voting with the following requirements.

1. The Designated Institutional Official (DIO) or otherwise designated person is responsible for receiving emails, tallying results and maintaining emails/paper copies until the next GMEC meeting.
2. The topic being voted on and the desire for email vote must be initially presented at a prior GMEC meeting.
3. The criteria outlined above (A) remain as requirements for the minimum number of email replies required for vote to be considered valid.