

BYLAWS
NATIONAL COMMITTEE ON FOREIGN MEDICAL EDUCATION AND
ACCREDITATION

I. AUTHORITY

The National Committee on Foreign Medical Education and Accreditation (NCFMEA) is authorized by the Higher Education Act, as amended [section 102(a)(2)(B)].

II. PURPOSE AND FUNCTIONS

The Secretary of Education is required by the Higher Education Act, as amended, to establish a panel of medical experts who shall:

- (i) Evaluate the standards of accreditation applied to foreign medical schools; and
- (ii) Determine the comparability of those standards to standards for accreditation applied to United States medical schools.

III. MEMBERSHIP

1. The NCFMEA shall consist of eleven voting members appointed by the Secretary of Education.
2. Due consideration shall be given to the appointment of individuals who are broadly knowledgeable about foreign medical education and accreditation, respected in the educational community, and representative of various constituencies.
3. Members of the NCFMEA may be compensated at a rate determined by the Secretary for attending official meetings of the Committee, plus per diem and travel expenses in accordance with Federal Travel Regulations.
4. One member of the Committee will be a medical student, enrolled in an accredited medical school at the time of the Secretary's appointment.

IV. TERMS OF MEMBERSHIP

In October 2014, the initial terms of membership on the Committee will be staggered over three years to establish continuity of Committee operations and knowledge. The initial appointments will adhere to the following staggered terms:

- Four seats for a term of 1 year
- Three seats for a term of 2 years
- Four seats for a term of 3 years

Thereafter, the term of office of each member of the NCFMEA shall be three years, running from October 1 through September 30, except that any member appointed to fill a vacancy shall serve for the remainder of the term for which the predecessor of the member was appointed.

No member may serve for a period in excess of nine years. Members of the Committee will serve as Special Government Employees (SGEs). As SGEs, members will be selected for their individual expertise, integrity, impartiality, and experience. They will provide advice and make recommendations based on their independent judgment.

V. TERM OF THE CHAIRPERSON & VICE CHAIRPERSON

The Secretary of Education shall designate a member to serve as the Chairperson of the Committee. The term of office of the Chairperson shall be three years, or until the individual's term on the Committee expires, whichever is sooner.

The Committee elects a Vice Chairperson from its members at least every three years. In the case of a vacancy of the Vice Chairperson position, an election will be held at the next scheduled meeting of the Committee.

VI. DUTIES OF THE CHAIRPERSON AND VICE CHAIRPERSON

The Chairperson, in concurrence with the Executive Director of the NCFMEA, shall:

1. Develop the Committee's agenda for meetings.
2. Preside over meetings of the NCFMEA when present.
3. Appoint and instruct all special committees and consult with such experts as deemed necessary. However, no such expert shall be entitled to compensation of expenses unless employed by the U.S. Department of Education.
4. Perform other such duties as shall be necessary in order to fulfill the Committee's responsibilities.

The Vice Chairperson, in the absence of the Chairperson, will preside over NCFMEA meeting(s) and perform the duties of the Chairperson.

VII. STAFF

1. The Assistant Secretary for Postsecondary Education shall designate an Executive Director for the NCFMEA.
2. The Executive Director may request that the Assistant Secretary authorize the Office of Postsecondary Education to provide the necessary staff to enable the NCFMEA to fulfill its responsibilities.
3. The Executive Director shall serve as the chief administrative and professional officer of the NCFMEA, and shall be responsible to prepare the Committee's annual operating budget, assist the Chairperson in developing meeting agendas, make necessary preparations for meetings of the Committee, prepare meeting minutes, and perform other relevant functions as the Chairperson of the NCFMEA, the Assistant Secretary for Postsecondary Education, and the Secretary may deem necessary.

VIII. MEETINGS OF THE NCFMEA

1. The NCFMEA shall meet at the call of the Executive Director in consultation with the Chairperson or, in his/her absence, in consultation with the Vice Chairperson.
2. The Committee shall normally meet at least twice each fiscal year, unless a lesser number of meetings is deemed adequate by the Chairperson and the Executive Director.
3. All meetings shall be conducted in accordance with an agenda adopted by the Committee.
4. All meetings shall be conducted in accordance with Robert's Rules of Order, as revised. A majority of the full membership of the NCFMEA shall constitute a quorum in all meetings for the transaction of business.
5. All decisions of the NCFMEA shall require an affirmative vote of the majority of the members present, except that action on specific matters may be taken by a special subcommittee of the NCFMEA whenever such action has been authorized by the NCFMEA.
6. For voting purposes, a member of the NCFMEA may be represented by another member of the Committee who is willing to serve as his/her proxy, if the designation is made in writing to the Executive Director. Use of a proxy for voting purposes is deemed appropriate only when emergency circumstances prevent a member from attending a meeting.

7. Summary minutes shall be prepared for each meeting. The minutes shall contain, at a minimum, a record of the persons present, a description of the matters discussed, votes taken and conclusions reached, and copies of all reports received, issued, or approved by the Committee. The accuracy of such minutes shall be certified by the Committee's Executive Director, or in the absence of the Executive Director, by another management official of the Department present during the proceedings.

IX. AMENDMENTS

Any NCFMEA member may submit to the Executive Director proposed amendment(s) to the bylaws at a regular meeting to be acted upon by the Committee during the next full meeting of the Committee. Such amendment(s) may be voted on by the full Committee membership. Members not in attendance may submit their votes to the Committee Chairperson prior to the meeting. Amendments are not approved until agreed upon by the Assistant Secretary for Postsecondary Education and the Secretary.