Charge and Bylaws of the University of Alaska Biomedical Subcabinet

Section 1. Charge

The University of Alaska (UA) Biomedical Subcabinet is an advisory body to the President’s Cabinet. It is expected that the UA Biomedical Subcabinet will work in alignment with applicable federal regulations, UA Regent Polices, and the Academic Master Plan.

The UA Biomedical Subcabinet will serve as the steering committee for the Alaska IDeA Network of Biomedical Research Excellence (INBRE) Program – in alignment with National Institute of Health (NIH).

In addition the Biomedical Subcabinet will provide guidance, advocacy, and assistance in ensuring the integrity of recommendations of the Biomedical Planning Group (as set forth in the Memorandum from Chancellors Ulmer and Rogers on June 29, 2010 and formally approved by SAC on September 22, 2010).

Section 2. Meetings

The UA Biomedical Subcabinet shall meet bi-monthly. The Subcabinet will meet at least three times each year.

Section 3. Powers

The Biomedical Subcabinet will achieve its purpose (as set forth in Section 1) as follows:

- Promoting and facilitating recommendations from the Biomedical Planning Group;
- Ensuring integrity in the overall management of the Alaska INBRE program;
- Promoting the development and alignment of biomedical and health planning consistent with the Academic Master Plan and other involved entities;
- Maintaining communication with the Statewide Academic Council;
- Facilitating private sector involvement in university research, technology transfer and investment in state university initiatives.
- Advocacy for institutional actions that would promote the success of biomedical and health research at UA.

Section 4. Committee Qualifications

The UA Biomedical Subcabinet may be comprised of individuals as provided herein, and individuals appointed by the chairs in consultation with committee members. Members may include:

- Up to four (4) representatives from each MAU with the following experience; as research faculty or as faculty responsible for the administration, solicitation or management of research in the biomedical and health areas; or as senior executives or administrators in
the administration and management of programs or research in the biomedical and health areas.

- The INBRE Director and two (2) faculty members related to this program; one each from UAA and UAF;
- The Vice President for Academic Affairs of the UA system;

Normally, membership shall be comprised of eight (8) individuals from UAA and UAF, three (3) representatives from INBRE, and a representative from the UA Office of the President. A chair and a co-chair of the Biomedical Subcabinet shall be elected by committee.

Section 5. Terms

Committee members shall serve three-year terms and may be reappointed by the chairs.

Section 6. Removal

Any member of the UA Biomedical Subcabinet may be removed from the committee by a majority vote of the committee. There shall be advance written notice prior to such a vote at a meeting where removal of a committee member is considered.

Section 7. Quorum and Voting

- A majority (6) of the membership of the UA Biomedical Subcabinet will constitute a quorum for the transaction business.
- An affirmative vote of a simple majority shall be necessary for any action taken by the UA Biomedical Subcabinet, except that removal of any member shall require a majority of the committee.
- If at any time a member cannot attend a meeting an alternate may be designated. Such alternate shall be identified in writing to the chairs prior to the meeting the alternate shall attend.

Section 8. Meeting Summaries

A summary of meetings shall be written and made available to committee members.