

# Bylaws

## *Intellectual Property, Patents, and Copyright Committee* *May 2016*

### **Article I. Authorization.**

#### **Section 1. University Rule.**

The Intellectual Property, Patents, and Copyright Committee (hereafter IPPC) is a standing committee of the University Senate and operates pursuant to Rule 3335-5-48.19 of the Administrative Code.

#### **Section 2. Subordination.**

All activities of IPPC are subject to the University Rules. These Bylaws are likewise subject to, and must be consistent with, the University Rules and the University's policies regarding Intellectual Property. Where these Bylaws may differ from the University Rules or such policies, the Rules or policies will govern.

In questions of procedure and organization which are not specifically covered by these Bylaws or by the Rules, then the current edition of Robert's Rules of Order, will govern.

### **Article II. Charge.**

The Intellectual Property, Patents, and Copyright Committee will

- review, recommend, and advise the university senate on matters relating to the university policy on intellectual property, patents, and copyright and faculty rules 3335-13-06 and 3335-13-07 of the Administrative Code;
- review the procedures used in implementing and administering the university policy on intellectual property, patents and copyrights, and where deemed necessary, develop and recommend changes in standards and procedures to the vice president for technology commercialization, the vice president for research, the executive vice president and provost, and other appropriate officers of the university;
- consult with the vice president for technology commercialization and the vice president for research when requested;
- review from time to time the current University's policies regarding intellectual policies, issue written reports to the senior vice president for business and finance, the vice president of research, and the provost thereof, propose changes to such policies, and review changes to such policies proposed by others; and
- serve as a board to hear and decide on appeals related to the administration of the University's policies regarding intellectual policies, as provided by such policies.

## **Article III. Membership.**

### **Section 1. Membership.**

According to University Rule 3335-5-48.19, the IPPC consists of eleven members.

1. Eight faculty members: four tenured faculty, two probationary tenure-track faculty, and two non-tenure track faculty from any of the categories. Each member is to serve three years with one-third of the members rotating off each year. Five faculty members are appointed by the executive committee of faculty council and three faculty members are appointed by the university president in consultation with faculty leadership.
2. One graduate student.
3. The vice president for technology commercialization.
4. The vice president for research.

A vacancy does not prevent the IPPC from conducting its business.

### **Section 2. Term of Appointment.**

With respect to the faculty members of the committee, service on the committee shall be for terms not to exceed three years. A faculty member may become eligible for committee service again after an absence from the committee of at least one year.

### **Section 3. Calendar year.**

Each term begins on August 15 of the appointment year.

### **Section 4. Responsibilities.**

Members are expected to attend meetings, to contribute collegially to discussions, to send and receive e-mails from the membership and officers, and to study relevant issues or cases which are placed before the IPPC.

## **Article IV. Officers.**

### **Section 1. Election.**

The election of new officers proceeds by a written and recorded vote.

### **Section 2. Officers.**

The officers of IPPC consist of a Chair and a Secretary.

### **Section 3. Eligibility.**

Only members of the IPPC are eligible to be officers, and the Chair must be a member of the University faculty in the second or third year of a three-year term.

### **Section 4. Election.**

Each officer of IPPC is elected by a recorded and written majority vote of the membership.

### **Section 5. Term and Schedule.**

Officers of the IPPC are elected in the Spring Semester at the last regular meeting of the academic year or via Electronic Voting. Officers hold office for 1 year, with their term beginning on the August 15 following their election and ending one year later.

## **Section 6. Temporary absence.**

When the Chair is temporarily absent, the Chair must appoint another faculty member of IPPC to serve as Chair. When the Secretary is absent, the Chair may appoint another member to record minutes, or may record the minutes him/herself.

## **Section 7. Duties of Officers.**

### 1. Chair.

The Chair calls and presides over all meetings of the IPPC and is responsible for the general direction of the IPPC and for setting the agenda of each meeting. The Chair will distribute an agenda prior to each scheduled meeting via e-mail.

The Chair is responsible for complying with FOIA and any other reporting requirements, including the initial drafting of the annual report. At the conclusion of each Academic Year, the Chair ensures that the annual report and an accurate copy of these Bylaws are submitted to the Secretary of the University Senate.

### 2. Secretary.

The Secretary will supervise meetings, will take accurate minutes and attendance records of each meeting of the IPPC, and will file a draft of the minutes with the Chair promptly after the conclusion of each meeting of the IPPC.

## **Article V. Meetings.**

### **Section 1. Scheduling.**

Notice of a meeting must be made via e-mail to all IPPC members as early as possible but at least a week in advance of any regular meeting. All meeting announcements must contain a time and place. All reasonable attempts will be made to schedule meetings of the IPPC at a time convenient for the membership.

The Chair will circulate an agenda for each regular meeting as early as possible and at least 72 hours before such meeting. The agenda will include, among others, the topics to be discussed and the issues to be voted on in the meeting. IPPC will not vote in a meeting on issues that were not included in such agenda.

### **Section 2. Public.**

At regular meetings of the IPPC, all members of the University are welcome to attend. The Chair may request non-members to be present at a regular meeting of the IPPC.

### **Section 3. Quorum.**

A majority of the voting membership constitutes a quorum. When a quorum is present, the action of the majority of those present shall constitute the action of the entire IPPC, except as provided in these Bylaws.

### **Section 4. Private hearings.**

Under certain University policies, the IPPC may be called upon to adjudicate certain appeals. Unless such policies state otherwise, such hearings are not open to the public.

Such hearings do not constitute a regular meeting of the IPPC for the purpose of doing business.

## **Section 5. Electronic voting.**

Business of the IPPC may be conducted electronically. Any member may make a proposal by sending e-mail to all other members of the IPPC containing the text of the proposal and a deadline (at least a week in the future) when votes will be counted. The proposal, if approved by a majority of the members, will take effect immediately at the scheduled deadline, as if a special meeting had been called.

All votes must be made in public by e-mailing the membership of IPPC. A record of all such proposals and the results of such votes will be recorded in the meetings of the next regular meeting of the IPPC.

## **Section 6. Subcommittees.**

The Chair may establish subcommittees as he/she may deem appropriate to accomplish specific short-term projects. Such subcommittees will act in an advisory role to IPPC and may not take action on behalf of IPPC. Subcommittees will provide timely reports to the full committee.

## **Article VI. Super Majority Votes.**

The following decisions will require a super majority vote of at least six members of IPPC:

- (a) Any amendment to these Bylaws.
- (b) And proposed revision to any of the University's policies regarding intellectual property.