

UCLA GME Program Coordinator Leadership Council  
Guiding Principles

Purpose

- The UCLA GME Program Coordinator Leadership Council (PCLC) is a voluntary group comprised of GME program administrators across the David Geffen School of Medicine. The purpose of the PCLC is:
  - Advocating and facilitating opportunities for professional development, community-building and engagement, wellness activities, events, and workshops for program administrators
  - Function as an advisory council to the GME Office
  - Serve as representatives to Graduate Medical Education Committee (GMEC), GMEC Policy Subcommittee, GMEC Justice, Equity, Diversity, and Inclusion (JEDI) Subcommittee, GMEC Annual Institutional Review Subcommittee, in addition to the Resident Contract Advisory Committee

Eligibility

- Members of PCLC can be any staff member supporting a Graduate Medical Education program who has completed one year of employment at UCLA irrespective if in a represented or non-represented role and a minimum of two year of GME experience. All members assuming Chair roles are recommended to have at least one year of experience on PCLC.

Membership

- Chair-Elect
  - The Chair-Elect will serve a term of 1 year and at the end of one year assume the role of Chair. The Chair-Elect shall in the absence or incapacity of the Chair, perform the duties of the Chair. The Chair-Elect shall perform other such duties as may be delegated from time to time by the Chair; and shall otherwise function as a member of the council.
- Chair
  - The Chair will serve a term of one year and at the end of the one year assume the role of Ex-Officio Chair. The Chair will advocate and facilitate professional development, engagement, and wellness opportunities for program administrators at UCLA in partnership with the GME and Council. The Chair will act as a liaison with the GME office and School of Medicine leadership as needed. The Chair shall preside over the meetings of PCLC shall be assisted by the other councilors and may seek aid, as needed.
- Ex-Officio Chair
  - The Ex-Officio Chair will serve a term of one year and shall in the absence or incapacity of the Chair and Chair-Elect, perform the duties of the Chair, and shall perform other such duties as may be delegated from time to time by the Chair; and shall otherwise function as a member of the council. The Ex-Officio Chair shall provide mentorship and guidance to the Chair and Council as needed.
- Councilor
  - The Councilor will serve a term of three years and function as a member of the council.
- GME Liaisons
  - The GME will appoint up to two liaisons for support and collaboration with the council.

### Meetings

- Council meetings will be held at a time most convenient to the majority of the council to maximum attendance. Meetings will be held as often as required with the goal of convening once a month.

### Quorum and Voting

- On Council mandated proposals, all councilors and GME liaisons may vote including the Chair, Chair-Elect, and Ex-Officio Chair. The Chair will confirm any tie.
- Council Meetings: A simple majority (50% plus one) of the members of the Board shall constitute a quorum. A quorum is necessary to confirm formal proposals.
- Recall Referendums: A council member may be removed by a two-thirds (2/3) majority vote of no confidence by the council. All voting members, except the Council member being recalled, must be present to initiate a recall vote.

### Application Process

- An annual application process must be issued for open councilor and Chair positions via a digital interface.
- Applications will be reviewed by the PCLC with final selections confirmed during a meeting that meets the necessary quorum. For any conflicts, decisions will be made by simple majority.
- Applicants will be notified after final selections.

### Amendments

- Amendments to guiding principles must be confirmed by a two-thirds (2/3) majority vote by the Council.