

# **The University of Texas Health Science Center at Houston**

## **Institutional Conflicts of Interest Committee**

### **- BYLAWS -**

These bylaws define the charge of the Institutional Conflicts of Interest Committee (ICOIC) and its guidelines and general operating procedures as established by The University of Texas Health Science Center at Houston's (University) Executive Compliance Committee (ECC) as per HOOP 20 – *Conflicts of Interest, Conflicts of Commitment, and Outside Activities* and as per HOOP 221- *Institutional Conflicts of Interest*.

The actions of the ICOIC shall be in accordance with The University of Texas System policies UTS 180, *Conflicts of Interest, Conflicts of Commitment, and Outside Activities*, and UTS 189, *Institutional Conflicts of Interest*, The University of Texas Health Science Center at Houston policies HOOP 20, *Conflicts of Interest, Conflicts of Commitment, and Outside Activities*, and HOOP 221, *Institutional Conflicts of Interest*, and other applicable UT System and UTHealth Houston policies.

#### **PURPOSE AND RESPONSIBILITIES**

The purpose of the ICOIC is to provide advice, guidance, and recommendations to the President, the Chief Compliance Officer (CCO), the Executive Compliance Committee (ECC), the Senior Vice President for Academic and Faculty Affairs (SVPAFA), the Chief Operating Officer (COO), and The University of Texas System Executive Vice Chancellor for Health Affairs (EVC) regarding real, perceived, and potential conflicts of interest of the University and its employees.

Specific responsibilities of the ICOIC include the following:

- Establishing mechanisms to identify real, perceived, and potential conflicts of interest due to the University's financial interests and those of its Institutional Officials ("Institutional Conflicts of Interest") that pose risks of undue influence on the University's decisions, functions and actions related to its mission;
- Establishing mechanisms to identify real, perceived, and potential conflicts of interest due to a University employee's individual financial interests ("Individual Conflicts of Interest") that pose risks of undue influence on the University's decisions, functions, and actions or those of its employees, related to its mission;
- Reviewing the financial interests of the University, its Institutional Officials, and other employees to identify real, perceived, or potential Institutional and Individual Conflicts of Interest.
  - If the Committee believes a conflict can be managed to prevent undue influence on the University's decisions, functions, or actions, or those of an employee(s), it shall recommend an appropriate management plan that must be approved by the SVPAFA and the COO. Any management plans involving the SVPAFA or the COO must be approved by the President.
  - If the Committee believes a conflict cannot be eliminated or managed so as to prevent undue influence on the University's decisions, functions, and actions, or those of an employee(s), it shall recommend to the ECC actions to remove the conflict. If the ECC concurs it will forward the recommendation to the President for a final decision and implementation.

- Providing additional information, guidance, and recommendations to the President, CCO, ECC, SVPAFA, COO, and EVC upon request.

Individual conflicts of interest in research are reviewed and approved by the Research Conflicts of Interest Committee (RCOIC) as per HOOP 94 policy, *Research Conflicts of Interest*. Institutional conflicts of interest in research are reviewed and approved by the RCOIC and ICOIC.

Additional information on other financial considerations that are potentially relevant to Institutional and/or Individual Conflicts of Interest may be found in HOOP 203 - *Policy on Gifts: Solicitation, Acceptance, Processing, Acknowledgement, and Stewardship*, HOOP 226 – *Policy on Gifts to University Employees from Third Parties*, and HOOP 201 - *Policy on Intellectual Property*.

## MEMBERSHIP

The ICOIC membership shall be appointed annually by the ECC and composed of members who reflect the broad training and varied interests that arise in the ICOI context, including:

- Faculty representatives
- Level II Official
- Representative from the Office of Legal Affairs
- Representative from the Office of Procurement
- Representative from Sponsored Projects Administration
- Chair, Research Conflict of Interest Committee
- Vice Chair, Research Conflict of Interest Committee<sup>1</sup>
- Community representative (and one alternate)<sup>2</sup>
- Representative from the Office of Institutional Compliance (*ex officio and without vote*)
- Representative from the Office of Audit and Advisory Services (*ex officio and without vote*)
- Representative from the Office of Technology Management (*ex officio and without vote*)
- Representative from the Office of Development (*ex officio and without vote*)
- Representative from the Office of Public Affairs (*ex officio and without vote*)
- Associate Vice President, Research Compliance (*ex officio and without vote*)
- Senior Vice President, Academic and Faculty Affairs (*ex officio and without vote*)
- Senior Executive Vice President, Chief Operating Officer (*ex officio and without vote*)

Committee members may be reappointed for multiple terms.

The Chair shall be appointed as an ex officio member without vote annually by the ECC and may be reappointed annually for multiple terms. The Chair shall

- call and chair meetings,
- prepare the agendas, and
- forward minutes of Committee meetings and Committee recommendations to the SVPAFA, COO, , the ECC, and other university officials as appropriate.

Administrative support for the ICOIC shall be provided by the Conflicts of Interest Program staff of the SVPAFA's Office.

## MEETINGS

Meetings of the ICOIC shall be held at least quarterly or more often if called by the Chair, the ECC, the SVPAFA, or the COO. Meetings shall be conducted in accordance with *Roberts' Rules of Order (Revised)*.

The agenda for regular meetings shall include a call to order; determination of the presence of a quorum; approval of minutes of previous meetings; reports on real, perceived, and potential conflicts of interests; consideration of proposed Management Plans; old business; new business; and adjournment.

A quorum, defined as one more than half of the regular voting committee members, is required to conduct business and make recommendations to the SVPAFA, COO, the ECC, and/or other institutional officials and offices.

Minutes shall be prepared by the Conflicts of Interest Program staff and distributed to all Committee members for review at the next meeting.

To the extent provided by applicable law, all activities and communications of the ICOIC shall be confidential. It is the responsibility of each ICOIC member to ensure that any information obtained as a result of ICOIC membership is kept confidential and secure.

**(Approved by the ECC on 1/11/2016)**

**(Revision approved by the ECC on 3/2016)**

**(Revision approved by the ECC on 8/2017)**

**(Revision approved by the ECC on 3/2024)**