

Operating Guidelines

School of Medicine Governance Councils and Committees

Name of Council/Committee:

Clinical Council

Process for Election of Chair and Term:

At the July meeting of the Clinical Council each year the Council will elect by simple majority of those present its Chair. A sitting chair may be reelected for the duration of their Clinical Council term.

Process for Setting Agenda:

The Chair of the Clinical Council will be responsible for setting the agenda for the next meeting generally within a week of the next meeting. Requests for agenda items can be made by any Council member.

Timeline for Posting Minutes:

Meeting minutes will be approved at the following meeting. Once approved the minutes will be posted online within 2 weeks.

Attendance Requirements for Members:

Members are expected to attend all meetings and are to notify the Chair in advance when they will be absent.

Appointment of *Ex-Officio*, Non-Voting Members:

Ex-Officio, non-voting members may be appointed following discussion and approval by a simple majority.

Guests and Public Participation Rules:

Meetings are open to the public and non-Council members in attendance may watch and listen. In order to speak at a meeting, a non-Council member must be invited to participate by the Chair of the Council at the meeting.

Operating Guidelines

School of Medicine Governance Councils and Committees

Alternatively, a non-Council member may in advance of a meeting make a request to speak on a specific topic by contacting the Council Chair in advance of, and no later than two (2) weeks prior to, a scheduled meeting. Upon receiving the advance request, the Council Chair will consult with Council members and determine whether the non-Council member will be allowed to participate in the upcoming meeting. If the non-Council member's request is approved, the non-Council member will be notified no later than seven (7) days prior to the meeting. At this meeting, the non-Council member will be allowed five (5) minutes to address the Council on the specific agenda topic. At its discretion, the Council may or may not participate in dialogue with the non-Council member.

Notwithstanding the process by which non-Council members may request participation in an upcoming Council meeting, the Council, at its discretion and through its Chair, may at any time invite non-Council members to participate in a meeting.

Executive Session:

By 2/3 vote of members present and voting, the Dean's Council may enter into Executive Session