

## **Dean's Council Operating Guidelines**

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### **Process for Election of Chair and Term:**

At the September meeting 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 Dean's Council term. In the event the Chair's term on Dean's Council should conclude prior to the September meeting when a new Chair will be elected, the Council will elect a temporary Chair to preside over its meetings until the vote for a permanent Chair at its September meeting.

### **Process for Setting Agenda:**

The Chair of Dean's Council will solicit agenda items from members, generally within two (2) weeks of the next scheduled meeting. Ordinarily, a finalized agenda will be distributed to members by email at least seven (7) days prior to the scheduled meeting.

### **Timeline for Posting Minutes:**

Meeting minutes will be approved at the following meeting. Once approved, the minutes will be posted online within two (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. Per the School of Medicine Bylaws, Clinical, Education, Research, and Public Issues Council members unable to attend a meeting are expected to identify a senior rank faculty member of their respective Council to attend in their place.

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

*Ex-Officio*, Non-Voting Members may be appointed following discussion and approval by a simple majority vote of voting members of the Council.

### **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.

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.

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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 as appropriate and allowed under State Statute.