

School of Medicine – Administrative Council Charter
LSU Health Sciences Center in New Orleans

Preamble

The leadership of the School of Medicine of the Louisiana State University Health Sciences Center in New Orleans (LSUHSC-NO), within rules, regulations, and policies of the School and Health Sciences Center, the LSU System, and the Board of Supervisors of the Louisiana State University and A & M College, do hereby effect through this Charter the Administrative Council of the School of Medicine (SOM).

Article I. Name.

Section 1. This organization shall be known as the Administrative Council of the School of Medicine in New Orleans, LSUHSC, hereinafter referred to as the Administrative Council.

Article II. Purpose.

Section 1. To serve as a representative voice of the SOM leadership.

Section 2. To provide a means of communication between the faculty, SOM leadership, and the Dean of the SOM.

A. To provide a means whereby the SOM leadership, through the Dean of the SOM, may refer matters of common interest to a body representing the faculty or matters of interest or concern to the LSUHSC-NO administration.

B. To provide a means whereby the leadership can formally offer suggestions or recommendations to the Dean pertaining to matters of common interest. These matters include, but are not limited to, advanced faculty appointments, promotions and tenure, sabbatical requests, SOM policies and curriculum, ratification of medical graduates, and relationships with the LSUHSC Foundation and LSU HealthCare Network.

Section 3. To accept and share responsibility with the Dean of efforts to fulfill the mission of the SOM.

Article III. Membership and Term of Office.

Section 1. Administrative Council shall be composed of a fixed core of voting members, comprised of the Dean, the Associate and Assistant Deans, the Department Heads, the four elected representatives of the Faculty Assembly of the SOM, and the Directors of the Centers of Excellence upon the Dean's designation.

Section 2. The Chancellor will also be appointed, as an ex officio member.

Section 3. The Dean has the discretion to appoint other non-voting (ex officio) members to the Administrative Council, including, but not limited to, the Vice-Chancellors, Dean Emeritus, Medical Director of Medical Center of Louisiana, Director of

47 Libraries, President of the LSUHSC Foundation, Director of Information
48 Services, and Chief Executive Officer of the LSU HealthCare Network.
49 Section 4. A Department Head can appoint a permanently designated, alternate
50 representative to the Administrative Council; however, such alternate
51 representatives are subject to the approval of the Dean. Alternate representatives
52 must be senior faculty members of the department, must attend meetings on a
53 regular basis and can vote in the absence of the Department Head on any matters
54 before the Administrative Council.
55 Section 5. A simple quorum must be present for voting, either by secret, written ballot,
56 show of hands, or voice vote.
57 Section 6. A favorable recommendation by the Administrative Council to the Dean
58 requires a two-thirds majority vote.
59 Section 7. The term of office of a member of the Administrative Council will concur with
60 the appointment status defining membership, except for elected representatives
61 from the Faculty Assembly, whose terms are determined by the rules and bylaws
62 of that organization.

63 64 Article IV. **Meetings.**

65 Section 1. The Administrative Council shall meet in regular monthly sessions, with a
66 minimum of 10 meetings held each year. The schedule will be set at the beginning
67 of each calendar year and distributed to all members. The Dean may alter the
68 dates of meetings as he may deem it necessary or advisable.
69 Section 2. Special meetings of the Administrative Council may be called.
70 Section 3. Meetings will be governed by the Sturgis Standard Code of Parliamentary
71 Procedures, latest edition.
72 Section 4. Meetings of the Administrative Council shall be open.
73 Section 5. Some agenda items may require that the Administrative Council discuss and
74 deliberate in Executive Session. The Chairperson of the Administrative Council
75 or presiding officer may call an Executive Session; any voting member of the
76 Administrative Council may request an Executive Session that is approved by a
77 simple majority vote of the members present.

78 79 Article V. **Officers.**

80 Section 1. The Dean of the SOM shall be the Chairperson of the Administrative Council
81 and shall normally be the presiding officer.
82 Section 2. The Associate Dean of Faculty and Institutional Affairs in the SOM shall be
83 the Secretary of the Administrative Council and shall be responsible for the
84 agenda, minutes, and meeting calendar.
85 Section 3. The Chairperson of the Administrative Council, in his absence, may delegate
86 the responsibility of presiding officer to any other voting member of the
87 Administrative Council.

88 89 Article VI. **Interpretation.**

90 Provisions of this Charter, whenever unclear, ambiguous, or indefinite, shall be
91 subject to interpretation by a two-thirds majority vote.