

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, ratification of medical graduates, continuous quality improvement, strategic plan monitoring and relationships with the LSUHSC Foundation and LSU HealthCare Network.

C. To approve all SOM policies, except for those related to admissions and curriculum.

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, up to 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, non-voting member.

47 Section 3. The Dean has the discretion to appoint other ex officio, non-voting members to
48 the Administrative Council, including, but not limited to, the Vice-Chancellors,
49 Dean Emeritus, Leadership of our partner health systems, Director of Libraries,
50 President of the LSUHSC Foundation, Director of Information Services, and
51 Chief Executive Officer of the LSU HealthCare Network.

52 Section 4. A Department Head or Center Director can appoint a permanently designated,
53 alternate representative to the Administrative Council; however, such alternate
54 representatives are subject to the approval of the Dean. Alternate representatives
55 must be senior faculty members of the department, must attend meetings on a
56 regular basis and can vote in the absence of the Department Head on any matters
57 before the Administrative Council.

58 Section 5. A simple quorum (>50% of the Administrative Council members) must be
59 present for voting, either by secret, written or electronic ballot, show of hands, or
60 voice vote.

61 Section 6. A favorable recommendation by the Administrative Council to the Dean
62 requires a simple majority vote of those present at the meeting.

63 Section 7. The term of office of a member of the Administrative Council will concur with
64 the appointment status defining membership, except for elected representatives
65 from the Faculty Assembly, whose terms are determined by the rules and bylaws
66 of that organization.

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Article IV. **Meetings.**

69 Section 1. The Administrative Council shall meet in regular monthly sessions, with a
70 minimum of 10 meetings held each year. The schedule will be set at the beginning
71 of each calendar year and distributed to all members. The Dean may alter the
72 dates of meetings as they may deem it necessary or advisable.

73 Section 2. Special meetings of the Administrative Council may be called.

74 Section 3. Meetings will be governed by the Sturgis Standard Code of Parliamentary
75 Procedures, latest edition.

76 Section 4. Meetings of the Administrative Council shall be open.

77 Section 5. Some agenda items may require that the Administrative Council discuss and
78 deliberate in an Executive Session composed of voting members only. The
79 Chairperson of the Administrative Council or presiding officer may call an
80 Executive Session; any voting member of the Administrative Council may request
81 an Executive Session that is approved by a simple majority vote of the members
82 present.

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Article V. **Officers.**

85 Section 1. The Dean of the SOM shall be the Chairperson of the Administrative Council
86 and shall normally be the presiding officer.

87 Section 2. The Senior Associate Dean of Faculty and Institutional Affairs in the SOM
88 shall be the Secretary of the Administrative Council and shall be responsible for
89 the agenda, minutes, and meeting calendar. The Senior Associate Dean can also
90 preside over the meetings if designated by the Dean.

91 Section 3. The Chairperson of the Administrative Council, in their absence, may delegate
92 the responsibility of presiding officer to any other voting member of the
93 Administrative Council.

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95 **Article VI. Interpretation.**

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

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Article VII. Review and Revision

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101 The Administrative Council Charter will be reviewed every five years or whenever
102 needed to revise content.