

University of St Andrews - School of Medicine Handbook
SCHOOL OF MEDICINE – COMMITTEE TERMS OF REFERENCE
SCHOOL COUNCIL

1. **Remit.** The role of the School Council is to advise and support the Head of School and the School Management Team in their operational management and strategic development of the School.
2. **Membership.** The membership of the School Council shall consist of:
 - a. Professors, readers, senior lecturers, lecturers and other members of the Examination Board of the School.
 - b. All of the School's academic-related staff; two members of the non-academic support staff and two members of the contract research staff, and
 - c. Such other members of staff from the School as may be co-opted by the School Council, all of whom shall have full voting rights.

The School Council shall have the power to invite other persons, not necessarily from within the School, to attend and contribute to meetings of the Council but these shall not be members of the School Council.

3. **Convener.** The Head of School shall be Convener of the School Council. If the Head of School cannot attend a meeting of the School Council, he/she will appoint a deputy to chair the meeting.
4. **Procedure.** The School Council shall have regular ordinary meetings at times and dates determined by the Council. There must be at least one meeting per semester on a date agreed before the start of the semester.
 - a. The quorum for a meeting of the School Council shall be one third of the number of full members, excluding any who are on approved leave.
 - b. The agenda shall be sent to members of the School Council seven days in advance of an ordinary meeting. It shall be at the discretion of the Convener or, in his/her absence, his/her deputy, to admit business submitted within seven days of the meeting.
 - c. Extraordinary meetings of the School Council may be arranged by the Convener to deal with matters of urgency if at least three days' notice is given of the date and agenda. No items of business shall be taken up at an extraordinary meeting except those for which the meeting is called.
 - d. Minutes of each meeting shall be circulated to all members of the Council. These minutes shall be submitted for approval at the next meeting of the Council.
 - e. Votes by proxy shall not be allowed for absent members of the School Council.
 - f. The Convener of the School Council shall vote as an ordinary member of the School Staff Council and shall have no additional casting vote in the event of an equal division of votes.
5. The Head of School and the School Management Committee shall keep members of the School informed of executive actions that they have taken and, in particular, on the allocation of the School's financial income.

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