

**Composition and Rules of
Procedure**

SCHULICH SCHOOL OF MEDICINE & DENTISTRY

Effective Date: September 1, 2023

Supersedes: July 2009*

COMPOSITION AND RULES OF PROCEDURE

1. The Schulich School of Medicine & Dentistry shall consist of the following:
 - (A) The Departments of Anatomy and Cell Biology, Anesthesia and Perioperative Medicine, Biochemistry, Clinical Neurological Sciences, Epidemiology and Biostatistics, Family Medicine, Medical Biophysics, Medical Imaging, Medicine, Microbiology and Immunology, Obstetrics and Gynaecology, Oncology, Ophthalmology, Otolaryngology - Head and Neck Surgery, Paediatrics, Pathology and Laboratory Medicine, Physical Medicine and Rehabilitation, Physiology and Pharmacology, Psychiatry, Surgery and;
 - (B) Dentistry¹
2. The Council of the Schulich School of Medicine & Dentistry shall be responsible to Senate and shall be composed of:
 - (A) The following members (voting):
 - (i) All full-time (probationary, tenured, limited term and continuing) faculty members of the Schulich School of Medicine & Dentistry, including those who hold joint appointment with other Western Faculties
 - (ii) One BMSc student representative elected from either year 3 or 4 of the program
 - (iii) One graduate student elected from the graduate programs offered through the Schulich School of Medicine & Dentistry
 - (iv) One postdoctoral fellow or associate elected by the postdoctoral fellows and associates appointed through the Schulich School of Medicine & Dentistry
 - (v) One resident elected from the medical and dental residency programs offered through the Schulich School of Medicine & Dentistry
 - (vi) Three (3) full-time, university-based staff members, elected by the staff of the Schulich School of Medicine & Dentistry, at least one of whom is from Dentistry

¹ Dentistry is a professional program that has a Director and its own Sub-constitution.

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- (vii) Such other members as the Senate may, from time to time, determine upon the recommendation of the Council of the Schulich School of Medicine & Dentistry

(B) The following ex officio members:

- (i) The President & Vice-Chancellor
- (ii) The Provost & Vice-President (Academic)
- (iii) The Vice-President (Research)
- (iv) The Vice-Provost (Graduate & Postdoctoral Studies)
- (v) The Dean of the Schulich School of Medicine & Dentistry, who shall be Chair of Council
- (vi) The Presidents (or designates) of the Hippocratic Society and the University of Western Ontario Dental Students Society
- (vii) University Librarian (or designate)
- (viii) Such other ex officio members as Senate may, from time to time, determine upon the recommendation of the Council of the Schulich School of Medicine & Dentistry

(C) The following observers (non-voting):

- (i) The Administrative Directors of the Schulich School of Medicine & Dentistry
- (ii) The Chief Executive Officers (or designates) of the major teaching hospitals
- (iii) The Scientific Director of the affiliated hospital research institutes.
- (iv) The Vice-President of Medical Affairs (or designate) of St. Joseph's Health Care London
- (v) The Vice-President of Medical Affairs (or designate) of London Health Sciences Centre
- (vi) The Class President of the from each year of the medical and dental programs

3. Members outlined in categories 2(A) and 2(B) above shall be entitled to participate in meetings of the Council, i.e., speak, propose motions, vote on all questions, and to sit on committees elected at such meetings.

Members outlined in section 2(C) above shall be entitled to observe meetings of Council and act as a resource to support discussion.

4. Meetings:

- (A) The Council shall meet at least four times each year and at such other times as the Council or Senate from time to time may prescribe.
- (B) A special meeting of the Council shall be called on the written notice of 10% of the members of Council, and shall be convened within seven (7) days thereafter, to consider the matter or matters set out in the notice.

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5. The Council shall be responsible for advising Senate on all matters under the jurisdiction of the Senate which are pertinent to the Schulich School of Medicine & Dentistry or referred to the Council by Senate; and to determine policy on all such matters if so delegated by the Senate.
6. The Council shall establish such Committees as the Council considers necessary, including an Executive Committee. The Council may delegate authority to its committees but these shall be responsible to the Council.
7. The by-laws and regulations for the conduct of Council's proceedings shall, in general, be those adopted by Senate.
8. Twenty-five (25) voting members shall constitute a quorum for regular and special meetings of the Council.
9. This constitution may be amended by the Senate on the recommendation of 2/3 of the voting members in attendance at a regular or special meeting of the Council at least fourteen days (14) following written notice of the proposed amendment(s).