



Faculty Council

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**FACULTY COUNCIL
UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL
PROCEDURES FOR AGENDA REQUESTS**

The Rules Committee of the Faculty Council meets two weeks prior to the Faculty Council meeting to review and finalize the agenda.

Requests for business items to be placed on the Faculty Council agenda must be made directly to the Chair.

Briefing materials related to the prospective agenda item should be submitted in electronic format with, or within three days of, the request for placement on the agenda. An executive summary, consisting of bullet points that outline the salient points of the presentation, is acceptable.

No requests will be approved prior to review by the Rules Committee. Requestors will be notified within 24 hours of the Rules Committee's decision.

Following review by the Rules Committee, the agenda and related materials for the upcoming monthly meeting will be finalized and distributed to all Faculty Council members. Materials will be distributed no later than 5 working days prior to the meeting.

It is the responsibility of each member to effectively consult with his or her departmental faculty, regarding the agenda of the upcoming meeting in advance of the meeting.

Prospective agenda items received following the finalization and distribution of meeting materials may be approved at the discretion of the Chair on behalf of the Rules Committee.

Submitted: October 15, 2009