

9.1 General Rules

9.1.1 A quorum for a meeting of any Committee shall be a majority of the members of the Committee.

9.1.2 The Faculty member component of all Standing Committees shall be composed of members elected by the Faculty Senate at the May meeting, to take office September 1. A report of the members selected to each Committee shall be forwarded to the President of the University as part of the Minutes of the meeting in which the election took place.

9.1.3 Prior to the annual election of members of any standing committee, the Committee on Committees shall announce in writing to all members of the General Faculty the specific vacancies, to permit the Faculty to indicate interest in serving on specific Committees.

9.1.4 Upon adoption of these Bylaws, and at the time of the creation of a new Standing Committee, each Committee shall hold an election among its members to provide staggered terms.

9.1.5 All vacancies shall be filled by election, as soon as practicable.

9.1.6 Each year a temporary Chairperson for each Committee shall be appointed by the President of the Faculty Senate with the exception of those committees in which the Chairperson is designated in the Bylaws. The Temporary Committee Chairperson shall call the first meeting of the Committee; at that meeting, election of the officers shall take place and a schedule of meetings for the year shall be devised.

9.1.7 Each Committee shall elect its own Chairperson, Vice Chairperson and Secretary from among voting members at the first meeting of the Committee each year, and those elected shall be immediately reported to the President and the Vice President of the Faculty Senate. Student members are not eligible to be the President or Vice President of a Faculty Senate Committee, but may serve as Secretary.

9.1.8 All ex-officio Committee members shall be without vote unless they are stipulated as voting members in the Bylaws or Constitution.

9.1.9 Should the President or Vice President be unable to or fail to call a meeting of a Committee, a majority of the members of the Committee may petition the President of the Faculty Senate to convene the Committee.

9.1.10 All students appointed to the Faculty Senate Committees shall be appointed in accordance with the Student Association Constitution and Bylaws, the names of those selected being submitted to the Dean of Students, who shall certify, when true, that the selections have been made in conformity with Student Government procedures, and who shall forward the name, local address, and pertinent Faculty Senate Committee of each student so certified to the Chairperson of the Committee on Committees, with a copy to

the President of the Faculty Senate.

9.1.11 All Committee meetings shall be open to members of the General Faculty except when the Committee is in executive session.

9.1.12 Each Standing Committee Chairperson shall deliver a calendar to the Secretary of the Faculty Senate during the month of October. This calendar shall detail the time and place of regularly scheduled meetings throughout the Academic year, as well as proposed topics to be addressed during the term of office.

Additionally, at least seven (7) days prior to regularly-scheduled meetings, an Agenda for the meeting shall be delivered to the Faculty Senate Office. Emergency meetings of any Standing Committee may be called at any time on three (3) days' notice by the Chairperson of the Committee or by the President of the Faculty Senate. An Agenda must be presented to the Senate Office prior to the meeting.

9.1.13 The Secretary of the Faculty Senate shall make available copies of all Committee calendars to all members of the Faculty, all officers of the administration of the University, and also to such staff administrators as may request such calendars.

9.1.14 Within seven (7) days after each Committee meeting, the Secretary of each Faculty Committee shall submit to the Secretary of the Faculty Senate minutes of the Committee meeting.

9.1.15 Acceptance of a Committee assignment presumes a willingness to participate fully in that Committee's duties. Therefore, whenever a Committee member's unexcused or unexplained absences are excessive, the Chairperson of that Committee will request that the Committee member resign, if the member does not intend to discharge his/her Committee duties. If the member does not resign, the Chairperson of the Committee will inform the President of the Faculty Senate of the facts (with a copy to the member). The Chairperson will request that the President of the Faculty Senate declare the position vacant and cause it to be filled in the usual manner.

9.1.16 The Chairperson of each Ad Hoc Committee, upon the discharge of that Committee, and the Chairperson of each Standing Committee, at the last scheduled Faculty Senate meeting of each Academic year, shall submit, in duplicate, to the President of the Faculty Senate, a statement commending Committee members whose service was especially meritorious, as well as a report of the dates of members' unexcused absence from Committee meetings, and statements concerning Committee members who were conspicuously negligent. The Vice Chairperson shall prepare reports on the performance of Committee Chairpersons. The President of the Faculty Senate shall deliver copies of these reports to the appropriate department chairpersons. (REVISED by Senate 3/8/94; by President 4/12/94)

9.5.5 Information Technology Committee

9.5.5.1 Members

a. One (1) Faculty member from each undergraduate college and two (1) Faculty members at large, plus one (1) undergraduate student, and one (1) graduate student.

b. Ex-officio (Voting) - Associate Vice President for Information Technology, University Librarian, and Dean of Enrollment Services.

9.5.5.2 Duties

a. Recommend policies pertaining to University, Faculty and Student needs in information technology;

b. Provide liaison among Faculty, Students and Administration concerning information technology.