

Procedures for University Senate Standing Committees

Approved by the University Senate
January 24, 1995

I. Purpose:

Each committee's agenda and work will be guided by the committee's mission statement (which is **approved by the Senate**).

II. Membership:

A) Committee chairs are appointed by the Executive Committee. Near the close of a chair's term, each committee might recommend a person or persons to serve as chair for the forthcoming Senate year. The current chair will forward the recommendation(s) to the Senate President for Executive Committee action. The Executive Committee may then select a chair from the recommendation(s), or it may select someone else.

- B) Committee chairs will normally serve a three year term. However, special circumstances might require a term to be shortened or extended at the discretion of the Executive Committee. Committee chairs are to:
 - participate in the recruitment and selection of committee membership for Senate confirmation;
 - establish committee agenda, organization, and procedures;
 - organize and lead committee meetings;
- assure that committee minutes are promptly sent to the Senate President;
- guide committee in recommending policy that is to be brought before the Administration and/or Senate for action;
 - report committee recommendations to the Senate; and
- file a written report annually with the Senate and report otherwise as directed by the Senate.

C) Committee members are to be acquired from the broadest possible means or recruitment. This includes announcements in the Emory Report and recommendations from Senate members, the Employees Council, the Student Government Association, the University President, deans, department chairs, supervisors, and any other means of securing interested persons for Senate committees. Committee chairs should seek to constitute a committee that has a representation from staff, faculty, and students. By **August 20**, committee chairs should send to the Senate President their list of members (including departments represented); chairs should also submit the list of persons who requested committee membership but who are not being recommended. The Senate will vote approval of all committees' members, including chairs, at its first meeting. A term of membership will be one year. Normally, members will not serve more than three terms.

D) Each committee may establish attendance policies that authorize the chair to terminate committee membership.

E) Committees may establish sub-committees that facilitate the committees' work. Sub-committee members do not need to be approved by the Senate. However, only Senate approved members may cast votes that represent decisions of the standing committees.

F) Normally, ex-officio committee members do not vote. However, committee chairs can determine the circumstance under which ex-officio members can vote.

III. Jurisdiction

A) As a committee addresses issues relevant to its mission statement, the committee functions as an authorized voice of the Senate. A committee has the authority to support, reject, and revise initiatives brought before it by the University President and Provost or any recognized group of the University. The committee may also take the initiatives to challenge current policies and practices, develop policy recommendations and establish forums of discussion.

B) Any proposed change of University policies, or a substantial change in the interpretation and practice of policies, needs to come before the Senate for approval.

C) The University President, Provost, committee members, the Executive Committee, Senate members, or any recognized group within the University may request that the full Senate reconsider a committee's decision.