BYLAWS
COMMITTEE ON COMMITTEES
1999

Article I (Name)

The Committee on Committees is a Statutory Committee of the Faculty Senate. (Art. VI (a)

Article II (Functions)

The Statutes and the Senate Bylaws mandate the functions of the Committee. (Statutes Art. VI, Sec. 5 (a), Senate Bylaws Art. II, Secs. 2 and 3)

The Committee on Committees:
a. nominates for Senate approve the membership for all existing statutory and standing committees of the Senate, unless such membership is elected by the General Faculty or Senate;
b. oversees elections of members to the Senate;
c. advises on appointments for membership on College-wide special committees;
d. fills any vacancy in a statutory, standing, or special committee during the academic year. A replacement or replacements must be from the same unit as the person or persons being replaced (on Statutory committees and where it will not disrupt proper representation on other committees);
e. will review all Standing Committees annually to determine whether overlap or duplication exists among the committees and will report to the Faculty Senate at its last meeting of the Spring semester;
f. will arrange the membership of each committee so that, wherever possible, each College, the Odum Library, and the Division of Social Work are properly represented;
g. No fewer than one (1) student recommended by the President of SGA will sit on each standing committee;
h. No fewer than two (2) Senators selected by the Committee on Committees will sit on each (standing) committee;
i. Terms of committee members are staggered (rotating 3 year terms when possible);
j. Membership of standing committees may include persons appointed by the Committee on Committees in ex officio capacity. All ex officio members on standing committees will be nonvoting members;
k. As soon as all committee vacancies are filled, the Committee on Committees will prepare a membership list of Statutory and Standing Committees for inclusion in the Faculty Handbook for the coming year;
l. Committee chairpersons must be Senators and are to be selected by the Committee on Committees to serve one-year terms. Vice Chairpersons will also be appointed by the Committee on Committees to serve one year to
learn the responsibilities of the Chair position. Unless otherwise specified by
the Statutes of the University, terms of appointed and elected committee
members are three years to coincide with their senate term and for continuity
within the committee.
1. Terms of committee members and chairpersons begin on September 1
   and end on August 31;
2. The terms are staggered by the Committee on Committees in a manner
   so that approximately one-third of the appointed and elected
   membership is replaced each year.
m. Standing Committees may create sub-committees, which may include non-
   committee personnel. The Committee on Committees will be informed by
   each committee chairperson of the membership of sub-committees;
n. On or before March 1, the Committee on Committees will notify the Student
   Government Association of the number of student vacancies on standing
   committees. The list of student appointments must be submitted to the
   Committee on Committees no later than April 1;
o. On or before March 1, the Committee on Committees will request members
   of the faculty and classified staff to indicate the Standing Committees on
   which they wish to serve. The responses will be due no later than March 15.
   The Committee on Committees will make the necessary appointments to fill
   the vacancies no later than May 1;
p. On or before March 1, the Committee on Committees will notify the College
   units of the need to elect representatives to fill Statutory Committee
   vacancies. Elections must take place before April 1;
q. At the by March 1, the Committee on Committees will distribute the names
   of the tenured faculty for return by March 15. The faculty will vote for three
   tenured faculty members for membership on the Grievance Committee. The
   three (3) tenured faculty having the largest number of votes will serve on the
   Grievance Committee.
   1. Senators will be eligible for election;
   2. Serving faculty may be re-elected.
   3. The Committee on Committees appoints one (1) Elected Senator for a
      one (1) year term as chairperson of the Grievance Committee;
r. A member of a committee who finds it necessary to resign must provide the
   committee chairperson written notification no less than seven days in
   advance of the effective date of resignation. Within seven days of the
   notification, the chairperson will notify the Committee on Committees of the
   resignation.
   1. The Committee on Committees will appoint replacements to fulfill
      appointed terms of committee membership;
   2. Within five working days of notification, the Committee on
      Committees will notify the appropriate College unit of the need to
      schedule a special election for a replacement to fulfill an elected term
      of office. The appropriate College unit will be notified no less than
      ten days in advance of the scheduled election.
Article III (Members)
a. Membership;
   The membership of the Committee on Committees is composed of;
   1. six (6) Elected Senators: five (5) elected by the Senate to represent each
      of the undergraduate colleges and one to represent the combined
      faculties of the Odum Library and the Division of Social Work
   2. two (2) ex officio Senators elected by the Senate. (Statutes, Art. VI,
      Sec. 5(a)2).

b. Terms: All terms are for three years;
c. Replacements: The Nominating Committee will submit nominations for the
   vacancies on the Committee on Committees. The Senate elects the
   Committee on Committee from a list submitted by the Executive Secretary
   at the first Faculty Senate meeting, Spring Semester.

Article IV (Officers)
a. Committee chairpersons must be Senators and are selected by the members
   of the Committee on Committees for a term of one year. The terms of
   chairpersons may be renewed.
b. The Committee on Committees may elect other officers as necessary. The
   terms will be the same as for chairpersons.

Article V (Sub-committees)
a. The Committee on Committees may create sub-committees as appropriate to
   fulfill its function.

Article VI (Procedures)
a. The Committee on Committees is bound by the procedures in the Senate
   Bylaws Article II, Section 1,2,3,4, and 5; and Article II, Section 6 (a,b,c,d,e,f)
   These procedures are listed in the “Functions” section of this document.
b. Quorum: A quorum shall be one-half of the membership of the Committee.
c. Proxies: The Committee on Committees accepts representatives chosen by
   the Committee member to substitute for that member at a meeting. The
   representative can vote.
d. Votes: The Committee on Committees attempts to get a consensus on the
   business before it. If no consensus is possible, a vote is taken. A plurality is
   sufficient to decide. A record of the vote is included in the Minutes.
e. Minutes: The Committee will keep substantive minutes or recordings of their
   deliberations. Copies of committee minutes or recordings, reports, proposals,
   recommendations, and all other documents are to be placed on reserve in the
   Odum Library no later than two weeks after a committee meeting. At the end
   of the year, these are collected and placed in the College archives.
f. Annual Report: The Committee will prepare an annual report and submit this
   report to the Executive Secretary of the Faculty Senate by May 1.