

3335-5-46 Senate committees operating procedures.

(A) The senate may establish standing and special committees as it deems necessary or desirable.

(1) The standing committees of the senate are those committees defined in rules 3335-5-47.1, 3335-5-47.3, and 3335-5-48.1 to 3335-5-48.18 of the Administrative Code.

(2) A special committee is one established to carry out a specified task, at the completion of which it automatically ceases to exist.

The university senate shall have committees designated as organizing, standing, or special.

(AB) Membership.

(1) Unless otherwise designated by rule, the president shall appoint all committees of the university faculty and the senate (see paragraph (A)(2) of rule 3335-1-03 of the Administrative Code). The president shall appoint members of the administration; the council of graduate students, the inter-professional council, the undergraduate student government, the university staff advisory council, and the faculty council shall select members of their own constituency using procedures adopted by their respective bodies. See rule 3335-1-03 of the board of trustees bylaws for a general rule about the role of the president in making committee appointments.

(2) All standing and special committees of the senate shall include at least one faculty member of the senate senator.

(3) Unless otherwise specified by the rules, the number of tenure-track faculty on standing committees shall not be less than two-thirds of the faculty membership. Non tenure track faculty shall be appointed by the executive committee of the faculty council.

(4) When a rule provides for the option of selecting a designee to a committee, the designee shall be appointed by the person being replaced.

(3) Committee vacancy.

(a) The chair will report vacancies to the appropriate nominating source through the office of the university senate. For the purpose of this rule, a vacancy exists when an elected member is unable to meet the participation requirements defined by the committee.

(b) When an unexpired term becomes vacant, the vacancy shall be filled in a manner consonant with the original method of committee selection. A member selected to fill such a vacancy shall serve for the duration of the unexpired term.

(4) The membership of each committee shall be made known through the report of the secretary of the university senate.

(5) Terms of service.

(a) Faculty members shall serve three-year terms and are eligible for immediate reappointment to a second term. Following that they are ineligible for reappointment until one full year has elapsed. Faculty members may not serve as chair of an individual committee for more than three successive years.

(b) Unless otherwise specified by the rules, staff members shall serve two-year terms and be eligible for reappointment.

(c) Unless otherwise specified by the rules, student members shall serve one-year terms and be eligible for reappointment.

(d) Appointed administration members shall serve two-year terms and be eligible for reappointments shall not be eligible for immediate reappointment until one full year has elapsed unless they have served less than two-thirds of a full term.

(e) Multiyear terms shall, whenever possible, be staggered so that approximately equal proportions of the number of members rotate off the committee each year.

(f) Unless otherwise specified by the rules, terms of service of senate committee members shall begin and end on the first day of autumn semester; incoming members may attend meetings as non-voting members as soon as they are appointed or elected.

(6) Student alternates.

Unless otherwise designated by rule, graduate, inter-professional and undergraduate student members of standing and special committees of the senate may have an alternate. The alternate shall be selected from the same area of representation constituency as the original appointment. Student members shall advise the chair of the alternate's name prior to the meeting in which the member will be absent. The chair has responsibility for recording correct voting status. If the member has voting status, the alternate may vote in the event of the member's absence.

If the member has speech and debate privileges, the alternate shall retain these privileges in the member's absence. Whenever possible, potential alternates will be identified by appointing authority at the beginning of the academic year.

(B) Duties and responsibilities.

(1) Senate committees shall report at least annually to the senate at a time and in a manner specified by the steering committee of the senate.

(2) Senate committees shall define reasonable participation requirements for the conduct of ongoing business.

(C) Operating Procedures and Organization.

(1) Meetings of standing and special committees of the senate shall be held in-person, virtually, or in a hybrid format. Acceptable means of virtual participation include teleconferencing or videoconferencing that allows verification of identity and permits full participation in meetings.

(2) A simple majority of the voting membership of the senate committee, whether attending in person or virtually, shall constitute a quorum for the conduct of the committee's business.

(3) Action by senate standing and special committees shall be by vote of a majority of members present, except as otherwise required by these rules or by the latest revision of "Robert's Rules of Order."

(4) Committee chairs. Except where otherwise specified by the rules, in the spring each committee shall elect a chair from its continuing membership, whose term shall begin the subsequent summer session; where it is deemed useful, committees may also elect a vice-chair or chair-elect in the autumn to assist the current.

(Board approval dates: 5/1/1986, 7/10/1997, 2/5/1988, 5/3/1996, 9/1/1999, 4/4/2008, 5/14/2010, 6/30/2012, 6/7/2013, 4/8/2016)

UNANIMOUS VOTE

~~3335-5-47- Organizing committees of the senate.~~

~~(A) The senate shall have two organizing committees (see rules 3335-5-47.1 to 3335-5-47.3 of the Administrative Code):~~

~~1. Steering committee;~~

~~2.— Rules committee.~~

~~(B) Membership.~~

~~3.— The president shall appoint members of the administration; the council of graduate students, the inter-professional council, the undergraduate student government, and the faculty council shall select members of their own constituency using procedures adopted by their respective bodies.~~

~~4.— Only members of the senate may serve on organizing committees.~~

~~5.— Terms of service:~~

~~a.— Faculty members shall serve two-year terms and are eligible for immediate reelection or reappointment to a second term. Following that they are ineligible for reelection or reappointment until one full year has elapsed. Faculty members may not serve as chair of an individual committee for more than three successive years.~~

~~b.— Student members shall serve one-year terms and shall be eligible for reappointment.~~

~~c.— Appointed administration members shall serve two-year terms and shall not be eligible for immediate reappointment until one full year has elapsed unless they have served less than two-thirds of a full term.~~

~~d.— Multiyear terms shall be staggered so that approximately equal proportions of the number of members retire each year.~~

~~(C) Organizing committees are also governed by the provisions of rule 3335-5-46 of the Administrative Code.~~

~~(Board approval dates: 5/1/1986, 2/5/1988, 2/2/1990, 4/5/1990, 11/4/1994, 8/6/2006, 5/14/2010)~~

~~**3335-5-48 Standing and special committees of the senate.**~~

~~(A) The senate may establish such standing and special committees as it deems necessary or desirable.~~

~~6.— The standing committees of the senate are those committees defined in rules 3335-5-48.1 to 3335-5-48.18 of the Administrative Code.~~

~~7.— A special committee is one established to carry out a specified task, at the completion of which it automatically ceases to exist.~~

~~(B) Membership.~~

~~8.— All standing and special committees of the senate shall include at least one faculty member of the senate.~~

~~9.— Unless otherwise specified by the rules, the number of tenure-track faculty on standing committees shall not be less than two-thirds of the faculty membership. Non-tenure-track faculty shall be appointed by the executive committee of the faculty council.~~

~~10.— Unless otherwise specified by the rules, or by the senate, the president shall appoint members of the administration; the council of graduate students, the inter-professional council, the undergraduate student government, the university staff advisory committee and the faculty council shall select members of their own constituency using procedures adopted by their respective bodies.~~

~~11.— Terms of service.~~

- e.—Faculty members shall serve three-year terms and are eligible for immediate reappointment to a second term. Following that they are ineligible for reappointment until one full year has elapsed. Faculty members may not serve as chair of an individual committee for more than three successive years.
- f.—Unless otherwise specified by the rules, student members shall serve one-year terms and be eligible for reappointment.
- g.—Appointed administration members shall serve two-year terms and shall not be eligible for immediate reappointment until one full year has elapsed unless they have served less than two-thirds of a full term.
- h.—Multiyear terms shall be staggered so that approximately equal proportions of the number of members retire from the committee each year.

~~12. Student alternates.~~

~~Unless otherwise designated by rule, graduate, inter-professional and undergraduate student members of standing and special committees of the senate may have an alternate. The alternate shall be selected from the same area of representation as the original appointment. Student members shall advise the chair of the alternate's name prior to the meeting in which the member will be absent. The chair has responsibility for recording correct voting status. If the member has voting status, the alternate may vote in the event of the member's absence. If the member has speech and debate privileges, the alternate shall retain these privileges in the member's absence. Whenever possible, potential alternates will be identified by appointing authority at the beginning of the academic year.~~

~~(C) Standing and special committees are also governed by the provisions of rule 3335-5-46 of the Administrative Code.~~

~~{Board approval dates: 5/1/1986, 2/5/1988, 4/5/1991, 2/4/1993, 11/4/1994, 5/6/2005, 8/6/2007, 10/29/2009, 6/6/2014, 5/31/2019}~~