

# BYLAWS TECHNOLOGY COMMITTEE

## Article I. Name

The Technology Committee is a Standing Committee of the Faculty Senate (Senate Bylaws, Art. II, Sec. 3 (i 11)) with the responsibility of developing and reviewing policies and procedures relating to technology issues and to interacting cooperatively with other statutory and standing committees when such issues overlap their charge.

## Article II. Membership

### Section 1 Selection

Members of the Technology Committee are appointed by the Committee on Committees. Wherever possible, membership is assigned so that each school of the University, the Odum Library and the Division of Social Work is properly represented. (Senate Bylaws, Art. II, Sec. 3 (a))

### Section 2. Composition

- a) Two of the members must be Senators, one of whom is chair. (Senate Bylaws, Art. II, Sec. 3 (c))
- b) One member is a student recommended by the President of the SGA. (Senate Bylaws, Art. II, Sec. 3 (b))
- c) Ex Officio members are appointed by the Committee on Committees. All ex officio members on the Technology Committee will be nonvoting members. The Committee may nominate ex officio members to the Committee by sending a request in writing to the Committee on Committees.
- d) Subcommittee members do not need to be faculty or Senators and are chosen solely by the Technology Committee. All Committee members will serve on a subcommittee.

### Section 3. Terms

- a) All committee members serve three-year terms. Terms are staggered by the Committee on Committees. (Senate Bylaws, Art. II, Sec. 5 (a,b,c)) Terms of Committee members and the chair begin on August 1 and end on July 31.
- b) Terms of membership on subcommittees are determined by the Committee.

### Section 4. Resignations

Resigning members must submit to the Chair of the Committee a written resignation. A copy of all resignations must be submitted in writing to the Committee on Committees within a week of the resignation by the Committee Chair. The Committee on Committees appoints replacements. (Senate Bylaws, Art. II, Sec. S (h))

### **Article III. Officers**

The officers of the Technology Committee, along with their respective duties, are

- a) Chair: The Chair of the Committee must be a Senator, is appointed by the Committee on Committees, and serves a one-year, renewable term. (Senate Bylaws, Art. II, Sec. 3 (g))
- b) Secretary: the Chair-elect shall act as Secretary, and shall keep and distribute written minutes of the Committee meetings, pursuant to the provisions of Article V(e) below.
- c) Subcommittee chair: the chair of each subcommittee will be determined by the Technology Committee.

### **Article IV. Subcommittees**

- a) The Technology Committee may create subcommittees, which may include non-committee personnel (Senate Bylaws, Art. II, Sec. 3 (h)) The Technology Committee may also discontinue and/or merge subcommittees as warranted by prevailing circumstances.
- b) The Chair of the Technology Committee will inform the Committee on Committees of the membership of each subcommittee in time to include them in the Fall listing of the Faculty Handbook.
- c) The Technology Committee will approve the chair of each of its subcommittees. The chair of each subcommittee will be a faculty member of the Technology Committee.
- d) Reports from the subcommittees will be presented to the chair of the Technology Committee one week prior to each scheduled meetings of the Committee.

### **Article V. Procedures**

- a) On or before September 1, the Committee will discharge the following responsibilities: (Senate bylaws, Art. II, Sec. 6 (a 1-3))
  1. Set the schedule for regular meetings and so inform the Committee on Committees. The Committee on Committees will publish the schedule to be included in the Faculty Handbook.
  2. Submit to the Executive Committee of the Faculty Senate a report containing an assessment of the Committee's charge and its annual goals.
  3. Submit written rules governing its procedures to the Executive Secretary of the Faculty Senate and place a copy of these rules on reserve in the Odum Library.
- b) All proposals, recommendations, reports, and any other material to be presented for consideration to the Technology Committee must be submitted to the Committee Chair.
- c) All committee meetings are open.
- d) Guests of the Committee will be allowed to speak only with the expressed permission of the Committee.

- e) Substantive minutes and/or records of deliberations of the Committee will be kept. Copies of the minutes, reports, proposals, recommendations, and all other documents will be placed on reserve in the Odum Library no later than two weeks after a committee meeting. At the end of the year these Committee records will be collected and placed in the University archives in the Odum Library. (Senate Bylaw, Art. II, Sec. 3 (e))
- f) An annual report will be prepared and submitted to the Executive Secretary of the Faculty Senate by April 30.
- g) A quorum to carry on the business of the Committee will be one-half of the voting membership.
- h) Proxies will be allowed for Committee members who are unable to attend Committee meetings, but can only be given to other Committee members. The Chair of the Committee must be notified of proxies prior to the meeting. No person may hold more than one proxy at any meeting.
- i) Voting will be by a show of hands, unless otherwise ordered by the Committee. A simple majority of votes will carry an issue. Any Committee member may request a written ballot on any issue.

#### **Article VI Amendments**

The Bylaws of the Technology Committee may be amended by a majority vote of the Committee. Proposed amendments to the Bylaws must be submitted by Committee members to the Chair in a timely manner for review, discussion, and possible action.