

**BYLAWS**  
**COMMITTEE ON COMMITTEES**  
(Adopted 1999, 2016)

**Article I. Name**

The Committee on Committees is a Statutory Committee of the Faculty Senate, as per Article 1, Section 6 of the Faculty Senate Bylaws.

**Article II. Members**

- A. The membership of the Committee on Committees is composed of:
  - a. Six (6) Elected Senators: five (5) elected by the Senate to represent each of the colleges and one to represent the faculty of Odum Library.
  - b. Two (2) ex officio Senators may be elected by the Senate according to Senate bylaws.
- B. Election of members:
  - a. The Chair of the Committee on Committees will, at the second Faculty Senate meeting of the spring semester, submit no more than two (2) names for each of the two (2) committee vacancies.
  - b. Nominations from the floor for a vacancy within a particular unit can be made only by senators from the unit.
  - c. After all nominations have been called for from the floor, the vote will be taken in accordance with Article I, Section 9 of the Faculty Senate Bylaws.
  - d. The persons elected will assume their duties on the following August 1.
- C. Terms of Service: The term for each elected member is three years. The terms are staggered by the Committee on Committees in a manner so that approximately one-third (1/3) of the appointed and elected membership is replaced each year.

**Article III. Officers**

- A. Chair
  - a. The committee chairperson must be an elected senator.
  - b. If no chair-elect is available to serve, the Chair will be selected by the members of the Committee on Committees for a term of one year beginning at the start of the fall semester. The terms of chairpersons may be renewed.
  - c. Duties of the chair include, but are not limited to, the following:
    - i. The chair writes the annual report, which is submitted to the President of the Faculty senate in accordance with the Faculty Senate Bylaws.
    - ii. The chair shall be the presiding officer at each meeting. The presiding officer shall conduct meetings according to Robert's Rules of Order and may vote only to break a tie.
    - iii. The chair arranges for meetings of the Committee on Committees, schedules the room, and oversees details of the meeting.
    - iv. The chair assigns tasks and duties to the members of the committee as needed.

- B. Chair-Elect
  - a. In the first meeting of each academic year, the Committee on Committees will elect a Chair-Elect by a majority vote. The term of the chair-elect will be one year beginning at the start of the fall semester.
  - b. In the absence of chair, the chair-elect will preside over the meetings for the Committee on Committees.
- C. The Committee on Committees may elect other officers as necessary for a term of one year.

## **Article IV. Functions**

### **Section 1.** The functions of the Committee on Committees will include:

- A. Review of 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.
- B. Nominate/assign the membership for statutory and standing committees.
- C. Oversees elections of members to the Senate.
- D. Advises on appointments for membership on College-wide special committees.
- E. 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.

### **Section 2. Membership on Standing Committees**

- A. The Committee on Committees will arrange the membership of each committee so that, wherever possible,
  - a. Each College of the University and Odum Library will have the opportunity to fill two (2) general faculty seats. If two members are unavailable from each college or unit, additional members from another college or unit may be nominated.
  - b. No fewer than one (1) student recommended by the President of the SGA will sit on each committee. All student members of standing committees are considered non-voting members.
  - c. No fewer than two (2) Senators selected by the Committee on Committees will sit on each committee.
  - d. No fewer than one (1) Council of Staff Affairs (COSA) member recommended by the President of COSA will sit on each committee. All COSA members of standing committees are considered voting members.
- B. Terms of committee members will be staggered by the Committee on Committees in a manner so that approximately one-third (1/3) of the appointed and elected membership is replaced each year.
- C. Membership of Standing Committees may include persons appointed by the Committee on Committees in *ex officio* capacity, maintaining an appropriate balance to meet the overall goals of Faculty Senate.
  - a. All *ex officio* members of standing committees are considered non-voting members whose term lasts for three years.

- b. Any standing committee may nominate ex officio members to the committee by sending a written request to the chair of the Committee on Committees.
- D. 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.
- E. Standing committee chairpersons and chairpersons-elect must be elected senators and are to be selected by the Committee on Committees for a term of one (1) year, except as provided in VSU Statutes or elsewhere in these Bylaws. The terms of the chairpersons may be renewed.
- F. 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.

**Section 3. Appointment and Election to Committees and Senate**

- A. On or before November 1, each Committee on Committees' member will notify their respective unit Dean of the need to elect representatives to fill Senate and Statutory Committee vacancies. Elections for these positions must take place before January 15.
- B. Unless otherwise specified by the Statutes of the University, terms of appointed and elected Statutory and Standing Committee members are three (3) years. Terms of committee members and chairpersons begin on August 1 and end on July 31.
- C. 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.
- D. 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. Responses will be due no later than March 15. The Committee on Committees will make recommendations to fill vacancies. Preference will be given to faculty who require committee service for promotion and tenure. Assignments by the committee will be final and non-negotiable, pending approval by Faculty Senate.
- E. No later than midterm spring semester, the Committee on Committees will distribute the names of the tenured faculty. The faculty will vote to fill the vacancies on the Grievance Committee. Those faculty receiving the largest number of votes will be elected. Prior to this election, the Committee on Committees will have appointed and announced the Grievance Committee Chair.
  - a. Senators will be eligible for election.
  - b. Serving faculty may be re-elected.
  - c. The Committee on Committees appoints one (1) Elected Senator for a one (1) year term as chairperson of the Grievance Committee;
- F. A member of a committee who finds it necessary to resign must provide the committee chairperson written notification no less than seven (7) days in advance of the effective date of resignation. Within seven (7) days of notification, the chairperson will notify the Committee on Committees of the resignation.

- a. The Committee on Committees will appoint replacements to fulfill appointed terms of committee membership.
- b. For statutory committees with elected positions, the Committee on Committees will notify the appropriate University unit of the need to schedule a special election for a replacement to fulfill an elected term of office within five (5) working days of notification. The appropriate University unit will be notified no less than ten (10) days in advance of the scheduled election.

## **Article V. Sub-committees**

- A. The Committee on Committees may create sub-committees as appropriate to fulfill its function.

## **Article VI. Procedures**

**Section 1.** The Committee on Committees is bound by the procedures in the Faculty Senate Bylaws.

### **Section 2. Voting Procedures**

- A. A quorum must be present for each vote. A quorum shall be one-half of the voting membership of the committee.
- B. 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.
- C. The Committee on Committees accepts a proxy chosen by the Committee member to substitute for that member at a meeting. The representative can vote.

### **Section 3. Minutes**

- A. The Committee will keep minutes or records of their deliberations.
- B. A copy of committee minutes must be submitted to the Secretary of the Faculty senate for archiving no later than two weeks after the committee meeting.
- C. 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.

## **Article VII. Amendments**

### **Section 1. Proposed Amendments**

- A. Any member of the Committee on Committees can propose an amendment to the bylaws.
- B. All proposed amendments to the bylaws of the Committee on Committees must be submitted in writing to the Chair prior to the next scheduled meeting.

### **Section 2. Approval of Amendments**

- A. Approval of proposed amendments to the Bylaws is by majority vote.