

## **Bylaws for the Operation of Faculty Senate Committees**

### **Article I - Faculty Senate Sub-Committee Membership**

*Section 1- Sub-Committee Chairs:* Faculty senate sub-committees shall be chaired by a member of the faculty senate.

*Section 2 – Eligibility of Membership:* Only one clinical faculty member per committee may serve if necessary. All other voting committee members will be tenured or tenure-track faculty at TAMUT.

*Section 3 – Number of Sub-Committee Members:* Faculty Senate sub-committees may have four to seven voting members. The chair counts as one member. The number of members within this range is at the discretion of the committee chair.

*Section 4 – Composition of the committee members:* Every College must have at least one voting member on each sub-committee. Each college must comprise at least 25% of the sub-committee

*Section 5 – Appointment of Sub-Committee Members:* Sub-Committee chairs select faculty to serve on the committee. The chairs will circulate a list of potential members and at least one alternative to the faculty senate. The lists will be reviewed by the faculty senate.

*Section 6 – Term of Service:* Membership on a sub-committee is for renewable one-year terms.

*Section 7 – Resignation:* Any sub-committee member may resign by writing a resignation letter to the faculty senate. The committee chair will name a replacement.

*Section 8 – Non-voting Membership:* Sub-committees may have non-voting members. The number and make-up of the non-voting members is at the discretion of the committee chair.

### **Article II – Meetings of Faculty Senate Sub-Committees**

*Section 1 – Meetings:* Meetings shall be held at the time and place designated by the chair.

*Section 2 – Notice of Meetings:* Notice of each meeting shall be given to each member by email not less than five calendar days prior to the meeting.

*Section 3 – Quorum:* A majority of the voting members of the sub-committee constitutes a quorum.

*Section 4 – Voting:* All issues shall be decided by a simple majority of voting members present at the meeting.

*Section 5 – Committee Recommendations:* Any recommendation to the faculty senate must be written on the authorized 'recommendation form' and submitted by the chairperson to the faculty senate president no less than one week prior to the faculty senate meeting. The faculty senate president may make an exception to this requirement.

Adopted December 4, 2015

Updated August 25, 2017