

ETSU University Governance Committees

General Guidelines

In general, each body in the governance structure is expected to:

- meet a minimum of once per semester, unless otherwise specified by the charge
- review its charge and membership annually, and
- make recommendations for appropriate changes.

Governance organizations, unless otherwise specified, will be referred to as “committees”

Minutes

In general, committees are expected to keep minutes which include the following:

- the date, time, and place of meeting
- list of members who were present
- list of members who were absent
- list of others in attendance
- the name of the chair and the signature either of the chair or the secretary of the committee

The chair or secretary should provide minutes to each committee member. Committee chairs and members will determine whether posting minutes to the committee’s website is appropriate; however; the chair will maintain electronic copies of meeting minutes and provide copies to individuals other than committee members upon request.

Annual Report

The chair of each committee will prepare an annual report of the activities and recommendations; the report will become a permanent university record.

Procedure:

- May 1 - The UC Sub-Council will email each committee chair a reminder of the annual report and include the annual report template.
- By July 30 - The committee chair submits the annual report to the UC Sub-Council
- By Aug. 15, The UC Sub-Council posts annual reports on the committee websites

Membership on committees

Terms

- Members whose positions are not ex-officio: 3 years
- Student members: 1 year
- Ex-officio members serve as long as they are in that position
- Staffing (if appropriate) – determined by the committee or VP/Administrator to whom the committee reports
- At the end of the three-year term, a member who wishes to be considered for another term will apply through the nomination process described for expiring terms.

Representatives will serve until August 15 of the year in which their terms expire, unless otherwise specified in the organization's structure.

Requirements or criteria for membership

Chairs of committees that require any member(s) to meet certain criteria must specify that criteria in the notice to the UC Sub-Council request to fill expiring terms or vacancies.

Filling Vacancies

Committee chairs are responsible for reporting vacancies in membership to the UC Sub-council for Governance so nominations can be appropriately petitioned

Expiring terms

The UC Sub-council for Governance will follow the timeline below

- By 2nd Monday in March
 - Review upcoming term expirations
 - Update committee opportunity website with info on needs/requirements of committee membership
- 3rd/4th Mondays in March – notice in Monday message with info on committees and link to committee service opportunities webpage
- 1st Monday in April – deadline for submission of nominations/self-nominations via email to committee chairs
- By end of April
 - Committees/chairs review/select reps from names submitted
 - Chairs submit names of new/returning reps to UC Sub-Council
- By May 15 -UC Sub-council updates websites
- By end of May -Sub-Council sends out notices to members of their appointment
- Aug. 1 – UC sub-council prepares certificates or notice of service to send to committee members whose terms expired (even if they were selected to serve on the committee for another term).

Vacancies during term (out of cycle):

- Committee chair sends notice to UC Sub-Council
- Notice is posted in the next available Monday message with any requirements of service, the deadline for nominations, and the committee chair's email.
- The Sub-council will send the committee chair a deadline for selection of the new member and for reporting back to the Sub-council.
- Sub-council will update the committee website with new member information.

NOTE: Individuals selected for a vacancy during a term will serve the remainder of the term (not a new full term).

Chair's Duties

Each committee chair will:

- Obtain the records of the committee from the previous chair*, become familiar with the responsibilities of the committee, and apprise other committee members of these responsibilities.
- Arrange for meeting times and places, prepare agenda, and call meetings of the committee.
- Obtain information and expertise for the committee so the duties of the committee can be efficiently carried out and recommendations of import and substance can be generated.
- Forward all committee recommendations to the administrative official(s) or organization to whom the committee reports.
- Prepare or supervise the preparation of an annual report of the activities and recommendations of the committee and forward the report to the UC Sub-council on Governance.
- Maintain a file that includes:
 - standard operating procedures;
 - the minutes of each committee meeting;
 - the annual reports of the committee;
 - documents, correspondence, and other information that might be of continuing value to the committee.
- Report vacancies in committee membership according to the process for filling vacancies out-of-cycle and/or during term to the UC Sub-council on Governance within two weeks of the occurrence of the vacancy. If circumstances prevent the chair from reporting a vacancy, other committee members are charged with designating one committee member to report the vacancy.
- Secure and submit to the Office of Human Resources, Box 70564, a completed and signed [volunteer form](#) for each committee member who is not an ETSU employee (i.e., students, alumni, retirees, community representatives). Volunteer forms must be submitted to Human Resources by Sept. 1 or prior to the first meeting of the committee. Volunteers may complete one volunteer form for the full term of service.

*When there is a change in chairs, the outgoing chair forwards committee records to the incoming chair.