


<b>BGSU Firelands</b> Governance Document	College Council	Ad Hoc Committee Procedure
Approved by: 	Date Approved 2/17/2017	FC 3023

**Purpose:**

Defines procedures for the creation and use of ad hoc committees when an issue arises that does not fit the purview of any college or departmental standing committees.

**Procedure:**

- Faculty or Staff      submit a request to the Faculty Chair to consider the creation of an ad hoc committee OR
- Committees            submit a request to the Faculty Chair to consider the creation of an ad hoc committee.
- Council                approves consideration of the proposal by a majority vote.
- Council                establishes the ad hoc committee charge and membership and approves same by a majority vote.
- Faculty Secretary    documents the committee creation (including the charge and membership) in the College Council minutes.
- Faculty Chair         communicates the charge to the ad hoc committee members OR
- Faculty Chair         communicates the charge to the Elections Committee, department chairs, or whoever is appropriate to facilitate the population of the ad hoc committee.
- Ad Hoc Committee    provides a written report to College Council within 365 days from the date of charge