

ARTICLE V: UNIVERSITY COMMITTEES

SECTION A: GENERAL PROVISIONS

V.A

The faculty, together with other members of the University Community, shall participate in the governance of the University through membership on standing and ad hoc committees. The charge to each committee shall include provisions for its establishment, composition, method of selection, terms of office, functions, and discontinuance. The function of any senate, standing, or ad hoc committee shall be advisory only. The President or the President's designee may in his or her discretion and in consultation with the SEC maintain, modify or eliminate standing committees assigned to non-curricular or academic programming matters. Any changes in the charge of the committees that involve curricula or academic programs shall be advised by Com/Com, and the SEC. The President of the University or the President's designee may accept, modify or reject the proposed change.

SECTION B: UNIVERSITY STANDING COMMITTEES

V.B

1. Membership

V.B.1

Each University standing committee shall include at least three elected faculty members eligible for election to the Faculty Senate. To encourage early participation in University governance, Com/Com shall appoint one faculty member who is in the first four years of appointment at BGSU. Students shall participate in University governance according to provisions of this document.

All elected, appointed and *ex officio* members of University standing committees shall have full voting rights. V.B.3. Students, staff and faculty may be appointed as consultants to appropriate committees, or have other membership status as set forth in the charge and membership of the committee. Those designated as consultants do not have voting privileges.

Elected faculty members shall serve for three-year terms and shall not be eligible for reelection until at least one year has elapsed after the expiration of their respective terms of office unless a variance is granted by Com/Com. IV.F.3.b). Appointed members shall serve for one year, but shall be eligible for reappointment for up to two additional years. When a committee is formed, Com/Com shall establish staggered terms to provide committee continuity. Elected faculty members shall assume membership following the spring commencement of the academic year.

Com/Com shall appoint a faculty member who is eligible to be elected to serve in place of any elected faculty member who is unable to serve on a University standing committee for a period of at least one but no more than two semesters. If the vacancy exceeds a year, the remaining term of the membership shall be filled by election at the regular time of elections.

2. Attendance

V.B.2

Attendance at all committee meetings is the responsibility of each member. A member may send a substitute to a meeting in order to avoid an absence. Committees shall establish attendance policies at the beginning of each academic year based on the following:

- a) For committees that plan to meet once a month or less during the academic year, two absences are permitted before a warning is sent by the chair of the committee. After the third absence, the chair shall declare the seat vacant.
- b) For committees that plan to meet two or three times a month during the academic year, four absences are permitted before a warning is sent by the Chair of the committee. After the fifth absence the Chair shall declare the seat vacant.
- c) For committees that plan to meet four or more times a month during the academic year, six absences are permitted before a warning is sent by the chair. After the seventh absence the Chair shall declare the seat vacant.
- d) These rules shall not apply to *ex-officio* members of the standing committees.

When the seat is declared vacant, the Chair of the committee shall notify the affected member. The member shall have ten class days from receipt of the notice to appeal the decision of the Chair, based on the ground that one or more of the absences were excusable. The written appeal shall be filed with the Chair and shall state the reasons why the absences were excusable.

The committee shall decide whether to sustain or overturn the Chair's decision. If the committee supports the Chair's decision by a majority vote (excluding the Chair's and affected member's votes), the Chair shall inform the affected member and his or her dean, director, chair or supervisor and request a replacement from the appropriate constituent governance groups.

3. Formation of Standing Committees by Petition

V.B.3

Any faculty member, administrator, or recognized University organization may formally petition Com/Com that a University standing committee be established. The formal petition shall include

- a) a statement of the need for;
- b) a description of the objectives and duties of; and
- c) the composition of the proposed committee.

If deemed appropriate, Com/Com, with the approval of the SEC, shall establish the committee in accordance with procedures specified in V.A. The President of the University or the President's designee may accept, modify, or reject the proposed committee.

4. Organization of Standing Committees

V.B.4

Each standing committee shall elect a Chair in April or May before commencement after the election results to fill committee vacancies have been announced or request that one be appointed by Com/Com. The Chair shall be a current or newly elected or appointed member of the

committee excluding *ex officio* members or any member to whom the committee reports or renders advice. Chairs of ad hoc committees shall normally be designated at the time of appointment of the members. To establish a quorum for the purpose of conducting business, the committee must have in attendance a majority of those members who: (A) have been duly elected or appointed; (B) are qualified to serve and have begun serving by attending at least one meeting; and (c) have neither resigned nor been removed from the committee.

The determination of whether a member has begun serving shall be made initially at the beginning of each academic year.

5. Responsibilities of Standing Committees

V.B.5

The Committee Chair shall have the responsibility of seeing that accurate minutes are kept of each meeting of the committee and that a copy of these minutes is filed in the Faculty Senate Office. The Chair of each committee also shall prepare an annual report and submit it to the President of the University, the Secretary of the Faculty Senate, Com/Com, and any other appropriate official, body, or committee.

When University Standing Committees are presented with urgent business during their summer recess, SEC will act on behalf of the committee in consultation with the committee's Chair and/or available members of the committee.

6. Review and Discontinuance of Standing Committees

V.B.6

The annual report and the minutes of each standing University committee shall be reviewed at least annually by Com/Com and the Vice-Chair of the Faculty Senate to determine whether the standing committee's functions and duties are being fulfilled, whether its composition or membership should be adjusted, and whether its continuance is desirable. Subject to the requirements of Section V.A above, Com/Com and the Vice-Chair together may, after investigation and consultation with members of the committee under review, recommend discontinuance or modification of the committee to the SEC, who will then work with the VPAA or the VPAA's designee and the President of the University. The committee in question may itself make recommendations regarding its own modification or discontinuance.

SECTION C: UNIVERSITY AD HOC COMMITTEES

V.C

University ad hoc committees that have elected faculty members and that continue beyond two years shall petition SEC to become University standing committees or shall be disbanded. Once a University ad hoc committee has been formed, a membership list and the charge of the committee shall be sent to the Secretary of the Faculty Senate.