**MISSION**

The Committee on Committees reports to the Staff Senate and is responsible for the following:

* Recommending to the Staff Senate the establishment, dissolution, structure, and responsibilities of reporting committees.  Appointing individuals to committees with the approval of the Staff Senate.
* Reviewing committee structure, composition, and activities periodically and making recommendations to the Staff Senate as necessary.
* Maintaining effective communication with the University Community.

**BYLAWS**

**I.**                   **COMPOSITION AND TERMS OF APPOINTMENT**

A.     Composition: 7 members

* Past Chair
* Chair (elected senator)
* Reporter (elected senator)
* 2-4 Senators - both exempt and non-exempt staff should be included in the membership.
* Up to 2 volunteers from staff at large

B.     Terms of Appointment

Elected representatives serve for a one-year term.

Volunteers serve for a one-year term and may be reconsidered in subsequent years.

**II.**                **DUTIES**

**A.**     **Duties of Committee Members are:**

* Appoint members to Staff Senate Committees annually.
* Review the Committee on Committees’ Mission, and Bylaws on an annual basis.
* Request completion of annual reviews of their Missions and Bylaws from Staff Senate committees by the end of the Fall semester.
* Work with committees who are developing or revising Missions, Procedures, and/or Structure.
* Review the Mission Statement, Bylaws and Operating Guidelines on an annual basis.
* Attend meetings on a regular basis.
* Inform chair if you are unable to attend a meeting.
* Perform committee duties as assigned.

**B.**     **Duties of chair are:**

* Distribute Mission Statement, Bylaws and Operating Guidelines to members at the first meeting of the year for information and review.
* Submit any revision of the Mission Statement to Staff Senate for approval.
* Submit any revision of Operating Procedures to Staff Senate for approval.
* Ensure that the Staff Senate Office has a copy of the Mission Statement and Operating Procedures.
* Call meetings on a regular basis.
* Set the agenda and distribute prior to the meeting.
* In the absence of the reporter, the chair will appoint a substitute recorder.
* Present an interim report to the Staff Senate as requested.
* Ask for administrative expertise to attend specific meetings as needed.
* Inform Staff Senate if proposing any changes in structure, membership, or mission.
* Present an annual report to the Staff Senate outlining accomplishments and activities.
* Submit recommendations on committee implementation, dissolution, and changes to Staff Senate.
* Submit problems to Staff Senate.

**C.** **Duties of Recorder are:**

* Record the minutes of each meeting.
* Record the names of those attending each meeting.
* Submit copies of minutes to the Staff Senate Office for archival purposes.

**III.**             **MEETINGS**

The Committee on Committees will meet monthly.

**IV.**              **AGENDA**

The Agenda shall consist of the following order of priority:

1. Call to Order
2. Approval of Minutes
3. Announcements
4. Old Business
5. New Business
6. Adjournment

The final agenda for the meeting will be available for the members of the committee on the day of the meeting.

**V.**                 **RULES OF ORDER**

1. Robert’s Rules of Order will govern the committee’s procedures in all cases where applicable.
2. A quorum will consist of a simple majority of the members of the full committee. A quorum is needed to hold meetings and conduct business.
3. All members of the committee have full voting privileges.
4. In order to have a vote, there must be a quorum.
5. Amendments of the Bylaws shall require a two-thirds majority of the total voting membership.