

TENNESSEE TECHNOLOGICAL UNIVERSITY ADA ADVISORY COMMITTEE PROCEDURES

Name:

The Tennessee Technological University Americans with Disabilities Act (ADA) Advisory Committee.

Purpose:

The purpose of the Tennessee Technological University ADA Advisory Committee is to advise and make recommendations relative to matters of concern to students with disabilities.

Members:

The ADA Advisory Committee shall consist of the following members:

Faculty - A minimum of six (6) faculty members

Administrative - A minimum of four (4) administrators

Students - A minimum of two (2) students

Terms of Office:

Student members will serve terms of one (1) year while Faculty and Administrators will serve terms of up to three (3) years, with some administrative staff serving permanent terms. Appointments are to be effective at the beginning of the fall semester; all members' terms are subject to renewal at the discretion of the President.

Attendance at Meetings:

A member who cannot be present for a meeting of the committee may send a voting representative.

Executive Officer:

The President will appoint an administrative staff member to serve as executive officer and resource person. This person will provide staff support service and will serve in a non-voting capacity.

Chairperson:

The chairperson will be elected annually (at the beginning of the fall semester) by a majority vote of the ADA Advisory Committee.

The Chairperson shall:

1. Preside at all meetings or designate another member to preside.
2. Prepare agenda for each meeting, to be distributed at least two (2) working days prior to the meeting.
3. Approve the minutes of the meetings to be distributed to the committee members.
4. Call special meetings when necessary.
5. Appoint ad hoc subcommittees as needed.
6. Inform the President, Vice-President of Student Affairs and the Administrative Council of the actions taken by the committee.
7. Inform committee members of response to committee recommendations.
8. When he/she deems such actions desirable, invite guests to participate in discussion of matters before the committee.

Meetings:

Meetings shall be scheduled at least once each semester, with additional meetings scheduled as needed (summer excluded). Meetings may be cancelled or the date and time of the regular meeting may be changed, if there is sufficient reason to warrant such action.

Any member may submit items to the Chairperson for inclusion on the agenda.

The agenda shall be adopted at the beginning of each meeting by a simple majority of the members present.

The Chairperson may call a special meeting when he/she deems such action desirable. Two working days written notice is required and the notice shall include the agenda.

A majority of the members of the committee shall constitute a quorum.

Subcommittees:

Subcommittees shall be appointed by the Chairperson as he/she shall from time to time deem necessary.

Parliamentary Authority:

The rules contained in the current edition of Robert's Rules of Order shall govern the committee in cases not described herein.

Amendment of Procedures:

These procedures can be amended at any regular meeting of the committee by a majority

vote of the total membership, provided that the amendment has been submitted in writing to each member at least one (1) week prior to the meeting. Amendments to procedures are subject to final approval by the Administrative Council.

Committee Action and Review:

Actions of this committee are subject to review by the Administrative Council and approval by the President.

Rev 06/2009