

**TENNESSEE TECHNOLOGICAL UNIVERSITY
ADA AND ACCESSIBILITY ADVISORY COMMITTEE PROCEDURES**

Name:

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

Purpose:

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

This committee interprets accessible to mean that individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use.

Voting Members:

The committee shall consist of the following voting members:

- A minimum of two (2) students
- A minimum of six (6) faculty members
- A minimum of four (4) staff/administrators, including one permanent representative from each of the following areas
 - Facilities
 - Residential Life
 - Health Services
 - Counseling.

Executive Officer:

The Accessibility Education Director is the Executive Officer. The Executive Officer is a non-voting representative and provides administrative support to the committee.

Terms of Office:

Appointments are effective at the beginning of the fall semester; all members' terms are subject to renewal at the discretion of the President.

Student members will serve terms of one (1) academic year.

Faculty and staff/administrators will serve terms of three (3) academic years, except those noted as permanent in the Voting Members section.

Attendance at Meetings:

A member who cannot be present for a committee meeting is encouraged to send a voting representative.

Chairperson:

The committee chairperson will be elected annually at the beginning of the fall semester by a majority vote of the 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 and the Administrative Council of the committee's actions and recommendations
7. Inform committee members of response to committee recommendations
8. Invite guests to participate in committee discussions as appropriate

Meetings:

Meetings shall be scheduled at least once each semester, with additional meetings scheduled as needed.

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

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 majority of the voting members present.

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

Subcommittees:

Subcommittees shall be appointed by the Chairperson as they 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, 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.

Revised: March 24, 2022