

## **PROCEDURES**

### **COMMISSION ON THE STATUS OF BLACKS**

#### **I. Name:**

The name of this commission shall be the Commission on the Status of Blacks.

#### **II. Purpose:**

It shall be the purpose of this commission to advise the President of the University on matters of concern to Black faculty, staff, and students, and to promote awareness and programs of interest to Black faculty, staff, and students at Tennessee Tech.

In pursuing this purpose, the Commission will endeavor to:

- A. Improve the quality of life for Black faculty, staff, and students.
- B. Promote hiring, promotion, and retention through the evaluation and use of Tennessee Tech's Affirmative Action Plan, mentorship, and other employment and promotion programs.
- C. Make recommendations regarding recruitment, retention, and extra-curricular activities.
- D. Promote the development of the Black Cultural Center.
- E. Serve in an advisory capacity to the Multicultural Affairs Alumni Advisory Council (MAAAC).
- F. Strive to increase awareness of and promote more positive attitudes toward Black people and issues.
- G. Submit an annual report to the Administrative Council.

- H. Promote educational offerings which pertain to Black issues.
- I. Promote diversity in hiring student workers.
- J. Advocate for Commission members to sit on hiring committees and to welcome new employees.

### **III. Membership**

- A. Composition of the Commission: The Commission on the Status of Blacks shall consist of a minimum of fifteen (15) members, representative of the general campus, appointed by the President of the University from among the following constituencies:
  - 1. Faculty - a minimum of three (3)
  - 2. Administration - a minimum of three (3)
  - 3. Students - a minimum of two (2)
  - 4. Staff - a minimum of two (2)
  - 5. Additional members from any of the above areas.
- B. Terms of Office: The President of the University shall fill any vacancies by appointment. Non-student members will serve three-year terms on a rotating basis. Student members will serve one-year terms. Members of the Commission may assign proxies when unable to attend official meetings.

### **IV. Officers:**

- A. The Chairperson shall:
  - 1. Preside at all meetings or designate another member to preside.

2. Prepare a tentative agenda for each meeting, to be distributed prior to the meeting.
  3. Approve the minutes of the meeting to be distributed to the Commission members.
  4. Call special meetings when necessary.
  5. Appoint *ad hoc* subcommittees as needed.
  6. Execute policies and actions of the Commission.
- B. The Vice Chairperson shall:
1. Carry out the specified duties of the Chairperson in the absence of the elected Chairperson.
  2. After one year's service as Vice Chairperson, this officer shall automatically succeed to the Chair for the following year. This person shall function as Chairperson during the first meeting of the Fall term.
- C. Staff support shall be provided by the office of the Vice President for Student Affairs.

**V. Meetings:**

- A. One regular meeting of the Commission on the Status of Blacks shall be held each month during the regular academic year on a day to be determined by the Commission. The date and time for such meeting, once determined, shall be included on the Administrative Calendar.
- B. The Chairperson may call special meetings when such action is deemed necessary.

- C. Any member may submit items to the Chairperson for consideration by the Commission.
- D. The agenda shall be adopted at the beginning of each meeting by a majority of those members present.
- E. One half of the members of the Commission shall constitute a quorum.
- F. Attendance at Meetings: If a member of the Commission must be absent, that member may send a representative with full voting privileges if that representative is from the same office or constituency as the member. With the commission's approval, the Chair may recommend to the President of the University a member's removal from the Commission because of excessive absenteeism.

**VI. Parliamentary Authority:**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Commission in all cases in which they are applicable.

**VII. Amendment of Procedures:**

These procedures may be amended at any regular meeting of the Commission by a vote of two-thirds of the present members, provided that the proposed amendment has been submitted in writing to each member at least one (1) week prior to that meeting.

**VIII. Effective Date of Implementation:**

These procedures shall become effective July 1, 2020.