



Tennessee Tech  
UNIVERSITY

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**TO:** Dr. Philip Oldham, President  
**FROM:** LTC Stephen Peterson, Professor of Military Science  
**DATE:** November 4, 2015  
**SUBJECT:** Updates to Procedures for MAAC

The Military Affairs Advisory Committee updated the procedures for the committee in the Spring 2015. The changes are as follows:

**CHANGES:**

**Members:**

- a. Faculty: Five members appointed by the University President. (Originally nine members)
- b. Administrative/Staff: Four members appointed by the University President. (Added administrative/staff)

Terms of Office: Faculty and Administrative/Staff members shall serve a term of three years, with appointments to be effective at the beginning of the Fall Semester.

Thank you for your consideration in this matter.

kjl

PROCEDURES  
MILITARY AFFAIRS ADVISORY COMMITTEE

(ADOPTED SCHOOL YEAR 1990-1991)  
**(UPDATED SPRING SEMESTER 2005)**  
**(UPDATED SPRING SEMESTER 2015)**

1. NAME: University Military Affairs Advisory Committee
  
2. PURPOSE: The primary purpose of the committee is to act in an advisory capacity to the Professor of Military Science and the President of the University. Other duties include:
  - a. Participate as a member of various boards conducted by the Military Science Department, e.g., selection and scholarship boards.
  - b. Participate in social events such as the Military Ball.
  - c. Have at least one briefing, annually, on ROTC activities.
  - d. Meet with the Region Commander and the Brigade Commander when they visit the University.
  - e. Aid in recruiting.
  - f. Visit ROTC Leader Development & Assessment Course and Leader Training Camps on invitation.
  - g. Support the program by becoming a bridge between the Military Science Department and the faculty.
  
3. MEMBERS: The committee shall consist of the following members, appointed by the University President in accordance with approved procedures:
  - a. Faculty: Five members appointed by the University President.
  - b. Administrative/Staff: Four members appointed by the University President.
  - c. Students: A minimum of three student members, selected from the list of names submitted by the President of the Student Government Association. (Two of the student members cannot be ROTC cadets.)
  
4. TERMS OF OFFICE: Faculty and Administrative/Staff members shall serve a term of three years, with appointments to be effective at the beginning of the Fall Semester. Appointments shall be scheduled so that no more than one third of the faculty members will end their terms in any one school year. If the faculty member is re-appointed, it will be for a full three-year term. Substitutes will complete the term of the member they are replacing. Student members shall be appointed for a one-year term. All appointments are subject to renewal at the discretion of the President.
  
5. ATTENDANCE AT MEETINGS: If a member of the committee must be absent from a meeting, the committee chairman should be notified. Failure to attend or notify the chairperson of an absence for two consecutive meetings during a school year may prompt the chairperson to request a replacement from the college or school that the individual represents. A member who must be absent from a meeting may, with the concurrence of

the chairperson, appoint a representative to serve with all the rights and privileges of a regular member. Criteria for substitutes are as shown below:

- a. The committee member may send a substitute, from the office of the represented college dean, or an appropriate member from the college.
- b. A student may send a student from the same organization that student represents.

6. VOTING PRIVILEGES: Only regular members or their duly represented substitutes present at the meeting will be permitted to cast a vote on matters before the committee.

7. OFFICERS:

- a. Chairperson: The chairperson shall be elected annually from the committee membership. The chairperson shall:
  - (1) Prepare a tentative agenda for each meeting and furnish a copy to each member of the committee at least three working days prior to regular meetings and one day prior to special meetings.
  - (2) Cause minutes of the meeting to be prepared and distributed to the members.
  - (3) Call special meetings when necessary.
  - (4) Appoint Ad Hoc committees as required.
  - (5) Cause information regarding committee action to be disseminated.
  - (6) Invite resource persons to meetings when appropriate.
  - (7) Perform duties as prescribed by these procedures and by the parliamentary authority adopted by the committee.
  - (8) Supervise the preparation and distribution of an Annual Report of the committee's activities.
- b. Executive Officer: The Professor of Military Science will serve as the executive officer and provide staff support and other needed services.

8. MEETINGS: A committee meeting may be scheduled or called.

- a. One meeting will be scheduled at least twice during Fall and Spring Semesters.
- b. Meetings may be called:
  - (1) At the discretion of the chairperson.
  - (2) At the request of the President of the University.
  - (3) At the written request of a majority of the committee members.
  - (4) At the request of the Professor of Military Science.
- c. The chairperson may reschedule a meeting if there is sufficient reason.
- d. Any member of the committee may submit items for inclusion on the agenda.
- e. A simple majority of committee members shall constitute a quorum.

9. PARLIAMENTARY AUTHORITY: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the committee in all cases in which they are applicable and in which they are not inconsistent with these procedures.

10. AMENDMENT OF PROCEDURES: These procedures may be amended at any

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

11. COMMITTEE ACTION AND REVIEW: Actions of this committee are subject to review by the Administrative Council and approval by the President.

12. EFFECTIVE DATE OF IMPLEMENTATION: These procedures shall become effective at the beginning of the 1990-91 academic year. Revisions to these procedures were made and approved by the Academic Council in Spring Semester 2005.

On April 6, 1992 the Military Affairs Advisory Committee approved the following committee duty as proposed by Dr. Marvin Barker:

Upon receiving the nomination of an Army officer to serve at Tennessee Tech in the Department of Military Science, the following will be followed. The PMS will indicate his acceptance of the officer with explanation of the attributes that will make the officer a good faculty member at Tennessee Tech. Once reviewed by the Military Affairs Advisory Committee members, a telephone call to give concurrence or non-concurrence will be made to the ROTC Department. Any member having concerns about the officer may request a called meeting of the members holding academic rank to further discuss the officer prior to final concurrence or non-concurrence. Once the Military Affairs Advisory Committee has concurred, a letter, signed by the Chairperson, will be prepared indicating the Committee's approval. Letter will be forwarded to Provost and TTU President for final approval.