

NON-STUDENT CITATION APPEALS COMMITTEE
Executive Officer: Director of Auxiliary Services

PROCEDURES

I. NAME

Non-Student Citation Appeals Committee

II. PURPOSE

This Committee is charged with the responsibility of resolving parking citation appeals within the parameters of the policies set forth by the administration, in cases where employees, contractors, and members of the general public have been cited for parking violations by Tennessee Tech.

III. MEMBERSHIP

- A. There shall be seven committee members appointed by the President. Both faculty and staff will be represented.
- B. The term of office shall be three (3) years and may be renewed subject to reappointment by the President.
- C. When a vacancy in membership occurs, the President shall appoint a successor.

IV. OFFICERS

- A. **Chairperson:** The Chairperson of the Committee shall be elected annually from the membership. The Chairperson shall, in conjunction with the Executive Officer:
 - a) Preside at all meetings or designate another member to preside.
 - b) Approve for distribution a tentative agenda for each meeting at least five days before the meeting.
 - c) Cause minutes to be prepared and distributed to the Membership.
 - d) Call special meetings when necessary.
 - e) Appoint subcommittees if necessary.
 - f) Vote in case of a tie.
- B. **Executive Officer:** The Director of Auxiliary Services or his/her designee shall serve as the Executive Officer and shall appoint a resource person to provide staff support services.

V. MEETINGS

- A. The Committee will meet on an as-needed basis, with a minimum of one meeting per semester. If no appeals have been submitted, the Chairperson may cancel the meeting.
- B. Appeals to the Committee are to be submitted online.
- C. Three committee members will constitute a quorum.
- D. Decisions of the Committee shall be made by a vote of the Committee members, with the Chairperson voting to break a tie.
- E. The Executive Officer or the Executive Officer's designee, shall inform the individual making the appeal of the Committee's decision.
- F. The Committee may adjudicate a citation as "valid citation, fine waived," in which the fine(s) associated with the citation will be waived.
- G. The Committee may adjudicate a citation as "valid citation, fine upheld," in which the fine(s) associated with the citation will be charged to the individual.
- H. The Committee may adjudicate a citation as "valid citation, fine reduced," in which the fine(s) associated with the citation may be reduced by any amount up to the amount of the fine. The Committee may adjudicate a citation as "invalid citation, fine removed," in which the fine(s) associated with the citation will be removed from the individual's account and the citation will be voided.
- I. In regard to all "guilty" findings, the citation will count on the aggregate total of tickets received for that semester.
- J. The Committee shall not issue any decision that will change the provisions outlined in General Parking and Transportation Policies pertaining to revocation of parking privileges on campus.
- K. The Committee may make recommendations pertaining to General Parking and Transportation Policies as the members see fit. All recommendations must be in writing and be submitted to the Executive Officer of the Committee.

VI. PARLIMENTARY AUTHORITY

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

VII. COMMITTEE ACTION AND REVIEW

- A. Any non-student can appeal the decisions of the Committee to the designated Vice President.
- B. Actions of this Committee are subject to review by the Administrative Council and approval by the President.

VIII. AMENDMENT OF PROCEDURES

The procedures can be amended at any regular meeting of the committee by a two-thirds vote, provided the amendment has been submitted in writing to each member prior to the meeting. Amendments are subject to approval of the President.

IX. EFFECTIVE DATE

The procedures outlined above became effective Fall Semester 2019.

Administrative Council: January 29, 2020