

## Administrative Council Procedures

### I. Name

The Administrative Council of Tennessee Technological University.

### II. Purpose

The Administrative Council assists the President of Tennessee Technological University as follows:

- A. By proposing actions to be taken, or legislating when authorized, on matters which relate to the administration of the University. Such matters would include, inter alia, the following: counsel on operational and faculty policies, proposed changes in institutional procedures, and other matters pertaining to the administration of the University. It also provides counsel on disciplinary matters and residency requirements through special committees chaired by designated officials.
- B. By receiving reports from and/or reviewing actions of and/or directing actions to be taken by the following University Standing Committees: Americans with Disabilities Act (ADA) Advisory Committee, Athletics Committee, Buildings and Grounds Committee, Campus Recreation Advisory Committee, Campus Space Utilization and Allocation Committee, Chapter 606 Student Monies Allocation Committee, Commission on the Status of Blacks Committee, Commission on the Status of Women Committee, Faculty and Staff Traffic Appeals Committee, Institutional Animal Care and Use Committee, Institutional Review Board for the Protection of Human Subjects Committee, Intellectual Property Advisory Committee, Military Affairs Advisory Committee, Public Media Committee, Sports Hall of Fame Committee, Stormwater Management Committee, Student Affairs Committee, Student Financial Aid Committee, University Art Committee, University Judicial Council Committee, University Safety & Environmental Committee, and such other committees as might be designated. The Administrative Council may, in reviewing particular actions of the various committees reporting to it, direct further study by these committees pertaining to these actions.
- C. By meeting in joint session with the Academic Council as the University Assembly for Tennessee Technological University to consider such matters as may be designated by the President for review by the Assembly.

### III. Members

Members of the Administrative Council shall be appointed by the President of the University in accordance with existing procedures for elections and recommendations of faculty and student members.

#### A. Composition

The council will be composed of voting members and resource staff appointed at the discretion of the president. The forty-four voting members of the council will be distributed as follows:

1. Faculty: Twenty-five faculty members, two elected from the College of Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College of

Engineering, College of Fine Arts, School of Nursing, and the Library; one faculty member elected from the College of Interdisciplinary Studies; and eight elected at large by the University faculty;

2. Administrative: Eleven administrative members shall be appointed by the president;
  3. Student: Four members, one of whom shall be the President and one of whom shall be the Secretary of the Student Government Association (SGA) and two of whom shall be appointed by the President of the University from a list of names submitted by the President of the SGA.
  4. Staff: Four clerical/support members shall be appointed by the President of Tennessee Tech from a list of names submitted by the Staff Advisory Committee.
  5. Resource Staff: The President, or designee, may appoint non-voting resource staff as necessary.
- B. Election of Faculty Members from College, School, and the Library
1. Two regular faculty representatives shall be elected by the College of Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College of Engineering, College of Fine Arts, School of Nursing, and the Library. One regular faculty representative shall be elected from the College of Interdisciplinary Studies.
  2. The elections of faculty representatives shall be by secret ballot unless candidates are unopposed.
  3. College, School, and Library elections shall take place during the spring semester, with new representatives assuming office at the beginning of the following fall semester.
- C. Election of Members-at-Large
- Eight members-at-large shall be elected by the entire University faculty in consonance with the following procedures:
1. To be eligible for inclusion on the printed slate of nominees for election to the Administrative Council as a member-at-large, there must be presented to the Office of the President in the name of the faculty a petition of nomination signed by no less than twelve full-time members of the faculty of Tennessee Technological University, at least one-half of whom shall be from some area other than that of the nominee. The nominee, who must also be a full-time member of the faculty, must sign a petition of nomination indicating acceptance of the nomination.
  2. The petition of nominations shall be submitted at least forty-eight hours before the meeting of the University Faculty at which the election is to take place.
  3. At the meeting of the University Faculty when the election is to take place, each full-time member of the faculty shall be provided a ballot for

election of members-at-large to the Administrative Council. Each ballot shall contain the names of the incumbents, the newly-elected college representatives, and the slate of nominees for members-at-large presented through the process of petitions of nomination, and space for nominations from the floor.

4. The faculty shall vote for the number of nominees corresponding to the number of posts to be filled, e.g., if two seats are to be filled, the voter will mark two names on the ballot. The two nominees receiving the highest number of votes shall then be declared the new members-at-large.
5. The election of members-at-large shall take place near the end of the spring semester and newly-elected members shall assume office at the beginning of the following fall semester.
6. The election of members-at-large may take place by means of a mail or email ballot when, in the opinion of the Presiding Officer of the University Faculty meeting, such a procedure would be of greater convenience for the faculty as a whole. In such case, the same procedure for nominations as provided above for a regular University Faculty meeting shall prevail and also the same procedure for provision of clearly marked ballots, with the exception that petitions of nomination shall be submitted to the Office of the President at least one week before the date designated as the last by which ballots must be returned to that office.

#### Terms of Office

1. Faculty representatives shall serve three-year terms, effective at the beginning of the fall semester following election.
2. Administrative representatives shall serve at the pleasure of the President of the University.
3. Student representatives shall serve one-year terms, effective at the beginning of the fall semester.
4. Staff representatives shall serve three-year terms, effective at the beginning of the fall semester.
5. Resource staff shall serve one-year terms, effective at the beginning of the fall semester.

#### E. Vacancies

In the event of a vacancy in the membership, the following procedure shall be used to fill the vacancy:

1. Faculty Representatives—The President of the Faculty Senate shall appoint a successor from the same constituency (College, School, Library, or at-large), who shall serve until the election and qualification of a replacement. At the normal time of faculty elections in the spring semester, a representative shall be elected to complete the term in which the vacancy occurred.
2. Administrative Representatives—In the event that an administrative representative is unavoidably absent from a meeting, another individual may be appointed from the same constituency to serve his/her place, with all the rights and privileges of membership.

In the event of the long-term inability of an administrative representative to fulfill his/her obligations as a member of the Council, the President of the University shall immediately appoint a replacement.

3. Student Representatives—The President of the SGA shall nominate a replacement to fill out the unexpired portion of the term, who shall then be appointed by the President of the University.
4. Staff Representatives—The Staff Advisory Committee shall submit a list of names from the same constituency (clerical or support), from which the President of the University shall appoint a successor to serve out the unexpired portion of the term.
5. Resource Staff—The President shall appoint a successor to serve out the unexpired portion of the term.

#### F. Responsibilities of Members

Members are expected to serve as follows:

1. Be present at all regular or special meetings whenever possible.
2. Inform the chairperson or the secretary if the member cannot be present at a meeting.
3. Inform themselves as fully as possible prior to the meeting of all matters on the agenda.
4. Maintain the purpose of the Administrative Council by furthering the total program rather than by assuming a parochial position.
5. Serve on committees whenever appointed.
6. Contribute and participate in the work of the Council.
7. If a member is unavoidably absent from a meeting, a designated representative may attend provided the substitute (or representative) is someone from the same basic constituency of the academic or administrative area as the regular member and that the chairperson or the secretary is notified prior to the meeting as to whom this substitute will be and under what circumstances surrounding the attendance. This substitute shall serve in the place of the regular member with all the rights and privileges of the member. (Exceptions: President of the Student Government Association for whom the SGA Vice President serves as an alternate; a student representative, for whom the appointed alternate shall serve; or a college/school representative, for whom the elected alternate shall serve.)

#### IV. Officers

##### Chairperson

The chairperson shall be elected annually from the Council membership.

The chairperson shall:

1. Preside at all meetings or designate another member to preside.
2. Prepare a tentative agenda for each meeting for distribution to each

member at least three working days prior to regular meetings and one day prior to special meetings.

3. Cause minutes to be prepared and distributed to the membership.
4. Call special meetings when necessary.
5. Appoint special committees as required.
6. Disseminate information regarding action taken by the Council and forward to the Office of the Associate Vice President for Academic Affairs copies of the approved minutes of the Council and copies of the annual reports of the various standing committees.
7. When the chairperson deems such action desirable, invite guests to participate in the discussion of matters before the Council.
8. Vote only when his/her vote would affect the outcome, i. e., in cases where, without his/her vote, there is a tie or one more in the affirmative than in the negative.
9. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the Council.

#### V. Meetings

- A. Three regular meetings shall be held during each fall and spring semester. The date and time for such meetings shall be included in the administrative calendar. The first meeting of each semester must be held during the first three weeks of the semester.
- B. Any member may submit items to the chairperson for inclusion on the agenda. Such items must be submitted at least seven working days prior to the meeting.
- C. The chairperson may call a special meeting when such action is deemed desirable.
- D. A majority of all members of the Council shall constitute a quorum.

#### VI. Committees

Special committees shall be appointed by the chairperson from time to time, deem necessary to carry on specified items for the Council.

#### VII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these procedures.

#### VIII. Amendment of Procedures

These procedures can be amended at any regular meeting of the Council by a two-thirds vote of those present and voting, provided that the proposed amendment has been submitted in writing by the chairperson to each member of the Council at least three days prior to the meeting.

#### IX. Effective Date of Implementation

These modified procedures shall become effective at the beginning of the 2017-2018 academic year.

[Amended March 31, 1999; October 10, 2001; October 14, 2009; April 7, 2010;  
April 10, 2013; February 26, 2014; April 9, 2014; February 25, 2015; September  
7, 2016; April 5, 2017; October 11, 2017]