

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. Each spring semester, on or before March 1, a call for nominations will be sent electronically to the full-time members of faculty of Tennessee Tech University. Any full-time faculty member may nominate any other full-time faculty member. Nominees will be accepted until March 15.
 2. Between March 15 and April 1, the slate of nominees will be vetted to ensure that each nominee is eligible and willing to serve if elected.
 3. On or before April 1, the slate of nominees will be distributed to the full-time faculty members for electronic voting. Electronic voting will be administered such that privacy of voters is maintained. The voting will close on April 15.
- D. If fewer than eight eligible and willing nominees are submitted by April 1, the full-time faculty will be notified and the nomination period will be extended to April 15, and the electronic voting period will then be between April 15 and May 1
- 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. All items should be submitted as fully edited final versions. Any materials up for revision should also include a mark-up version demonstrating the changes from previously approved documents.
- 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, November 14, 2018, February 20, 2019, April 3, 2019]