

TENNESSEE TECHNOLOGICAL UNIVERSITY

University Safety and Environmental Committee

Committee Procedures

**I. Name.** The name of the committee shall be the University Safety and Environmental Committee.

**II. Purpose:**

A. Develop and recommend policies and procedures that relate to safety and environmental issues on campus when appropriate. ("Safety", for purposes of the committee, does not include matters of a security, traffic, or criminal nature that are routinely administered/enforced by University Police.)

B. Serve as an additional resource to the Department of Environmental Health & Safety as needed when developing compliance programs.

C. Review and act on matters referred by other university committees, departments, and individuals.

**III. Membership**

A. Because of the nature of their daily operations and the degree to which they are affected by safety and environmental legislation, the following positions/departments are permanently appointed to the committee:

Radiation Safety Officer, ex-officio  
Associate Vice President of Human Resources  
Craft Center, Director of Maintenance  
Director of University Police  
Director of Residential Life  
Director of Disability Services, ex-officio  
Chief Communication Officer, Communications and Marketing

B. The remainder of the committee membership shall represent the following areas:

Administrative

Two at-large representatives (from areas other than those represented by permanent members)

Academics

College of Agriculture and Human Ecology (1)  
College of Arts and Sciences (1)  
College of Business Administration (1)  
College of Education (1)  
College of Engineering (1)  
Research & Economic Development (1)  
Academic Support, Accreditation & Assessment, Angelo & Jennette Volpe Library,  
Enrollment Management & Student Success, Institutional Research, and Special Programs  
(1 to represent all)

Students

Two students nominated by the Student Government Association

C. A minimum of three members shall be clerical/support staff. A minimum of five members shall be faculty. Appointments shall be for three year terms and shall be staggered so that not more than six member terms will expire simultaneously, except that students will be appointed for one year term. Appointments shall become effective at the beginning of the fall semester. All appointments are made by and subject to renewal at the discretion of the President.

**IV. Officers**

A. Executive Officer

The Associate Vice President of Facilities Services shall serve as the Executive Officer of the committee. The Executive Officer shall:

1. Attend all meetings of the committee.
2. Not have voting privileges.
3. Serve as a consultant to the committee and provide assistance in the conduct of committee business.
4. Provide administrative and clerical support services to the committee.
5. Preside at meetings when the Chairperson is absent.
6. Count for purposes of a quorum.

B. Chairperson

The Chairperson shall be elected annually from the membership at the first meeting during the fall semester. The Chairperson shall:

1. Preside at all meetings.
2. Vote only when it is necessary to break a tie vote.

3. Prepare an agenda for each meeting and distribute it at least three days before the scheduled meeting.
4. Call special meetings and appoint ad-hoc committees when necessary.
5. Forward all committee actions to the Administrative Council for approval, and represent the committee in Administrative Council meetings when requested.
6. Prepare the annual report for the Administrative Council.

## **V. Meetings and Attendance**

### **A. Meetings**

1. Meetings shall be scheduled as often as necessary to conduct and complete committee business. Meetings are not limited to the academic year; meetings may and can be held during the summer months if necessary.
2. A simple majority of the voting membership of the committee shall constitute a quorum.

### **B. Attendance**

Members should plan to attend committee meetings. If a member must be absent, representatives or alternates will be allowed to attend on behalf of an absent member, but they will not be allowed to vote on behalf of a member. A committee member who must be absent from a meeting may cast a vote by proxy through the chairperson. Such proxy vote shall be in writing and constitute a part of the quorum for that issue only.

## **VI. Amendment of Procedures**

These procedures can be amended at any regular meeting of the committee. The proposed amendment must be submitted to all committee members one week in advance of the meeting. An amendment must be approved by two-thirds of the voting membership. Amendments are subject to final approval by the Administrative Council.

## **VII. Parliamentary Authority**

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

**Approved:** Administrative Council April 4, 2018  
University Assembly April 18, 2018