

## FACULTY AND STAFF TRAFFIC APPEALS COMMITTEE

Executive Officer: Director, Auxiliary Services

### **PROCEDURES**

- I. NAME: Faculty and Staff Traffic Appeals Committee
- II. PURPOSE: This Committee is charged with the responsibility of resolving 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 violations of the Tennessee Tech Parking and Traffic Regulations.
- 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:
    - 1. Preside at all meetings or designate another member to preside.
    - 2. Prepare for distribution to the members a tentative agenda for each meeting at least five days before the meeting.
    - 3. Cause minutes to be prepared and distributed to the Membership.
    - 4. Call special meetings when necessary.
    - 5. Appoint subcommittees if necessary.
    - 6. Inform the individual who is appealing the citation of the Committee's decision.
    - 7. 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. A Faculty and Staff Traffic Citation Appeal form shall be provided online.
- C. Appeals to the Committee are to be submitted online.
- D. Three committee members will constitute a quorum.
- E. Decisions of the Committee shall be made by a vote of the Committee members, with the Chairperson voting to break a tie.
- F. The Chairperson or Chairperson's designee, in conjunction with the Executive Officer, shall inform the individual making the appeal of the Committee's decision.
- G. The Committee may adjudicate a citation as "valid citation, fine waived," in which the fine(s) associated with the citation will be waived.
- H. 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 employee.
- I. The Committee may adjudicate a citation as "valid citation, fine reduced," in which the fine(s) associated with the citation may be reduced by the Committee, in any amount between the minimum and maximum outlined in the Traffic and Parking Rules and Regulations.
- J. 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 employee's account and the citation will be voided.

- K. In regard to all “guilty” findings, the citation will count on the aggregate total of tickets received for that semester.
- L. The Committee shall not issue any decision that will change the provisions outlined in the Traffic and Parking Regulations pertaining to suspension of driving privileges and revocation of parking permits on campus.
- M. The Committee may make recommendations pertaining to the Traffic and Parking Regulations as the members see fit. All recommendations must be in writing and be submitted to the Executive Officer of the Committee, to be forwarded to the appropriate University committee.

VI. PARLIMENTARY AUTHORITY:

The rules contained in the current edition of Robert’s Rules of Order shall govern the Committee in all cases to which they apply.

VII. COMMITTEE ACTION AND REVIEW:

- A. Faculty and staff can appeal the decisions of the Committee to the Vice President for Student Affairs.
- 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 April 24, 2019.