

PROCEDURES

SUSTAINABLE CAMPUS COMMITTEE

(ADOPTED SPRING 2013)

1. NAME: Sustainable Campus Committee
2. PURPOSE: The primary purpose of the committee is to approve expenditures of the Sustainable Campus Fee to create a more environmentally friendly campus that strives to be carbon-neutral, in accordance with Tennessee Tech guidelines, policies and procedures.³ The committee may also advise the University administration on sustainability policy, educate the community on its sustainability initiatives, or otherwise provide mentoring and support for a sustainable campus.
3. MEMBERS: The committee shall consist of the following members, appointed by the University President in accordance with approved procedures:
 - a. Faculty and Staff: 10 members appointed by the University President. One Facilities staff member will serve as the Executive Officer. One nonvoting staff member should be appointed from each of the following offices: V.P. for Student Affairs, Office of Communications and Marketing, and Business Office.
 - b. Students: A minimum of six student members approved by the Office of Sustainability and/or Student Government Association (SGA). Any student interested in promoting a more sustainable campus will be considered.²
4. TERMS OF OFFICE: Faculty and staff members shall serve a term of three years, with appointments to be effective at the beginning of the Fall Semester. Appointments shall be scheduled so that no more than one third of the faculty and staff members will end their terms in any one school year. If the faculty or staff member is re-appointed, it will be for a full three year term. Substitutes will be appointed by the President if a faculty or staff member cannot complete his/her full term. Substitutes will complete the term of the member they are replacing. Student members shall be appointed for a one- year term. All appointments are subject to renewal at the discretion of the President.
5. ATTENDANCE AT MEETINGS: If a member of the committee must be absent from a meeting, the committee chairman should be notified. Failure to attend or notify the chairperson of an absence for two consecutive meetings during a school year may prompt the chairperson to request a replacement from SGA or the college, school, or office that the individual represents. A member who must be absent from a meeting may, with the concurrence of the chairperson, appoint a representative to serve with all the rights and privileges of a regular member. Criteria for substitutes are as shown below:

- a. The committee member may send a substitute, from the office of the represented college dean, an appropriate member from the college, or an appropriate staff member from the office.
- b. A student may send a student from the same organization that student represents.

6. VOTING PRIVILEGES: Only voting members or their duly represented substitutes present at the meeting will be permitted to cast a vote on matters before the committee. The Chairperson, Executive Officer, and staff members from the Office of V.P. of Student Affairs, Office of Communications and Marketing, and Business Office do not have voting privileges. The Chairperson may vote in the event of a tie.

7. OFFICERS:

- a. Chairperson: The chairperson shall be a student committee member and elected annually from the committee membership at the last closed meeting of the Spring Semester.¹ The chairperson shall:
 - (1) Prepare a tentative agenda for each meeting and furnish a copy to each member of the committee at least three working days prior to regular meetings and one day prior to special meetings.
 - (2) Cause minutes of the meeting to be prepared and distributed to the members.
 - (3) Call special meetings when necessary.
 - (4) Appoint Ad Hoc committees as required.
 - (5) Cause information regarding committee action to be disseminated.
 - (6) Invite resource persons to meetings when appropriate.
 - (7) Perform duties as prescribed by these procedures and by the parliamentary authority adopted by the committee.
 - (8) Supervise the preparation and distribution of an Annual Report of the committee's activities.
- b. Executive Officer: A Facilities staff member appointed by the President will serve as the executive officer and provide staff support and other needed services.

8. MEETINGS: A committee meeting may be scheduled or called.

- a. A minimum of two meetings will be scheduled during the Fall and Spring Semesters. At least one meeting will be an open forum meeting. Any student, faculty or staff member of the university may attend without an invitation. Committee members, with the approval of the chair, may invite outside entities to attend. At least one meeting will be closed and only committee members will be present to conduct business and vote on proposed items from the open forum meeting.
- b. Meetings may be called:
 - (1) At the discretion of the chairperson.
 - (2) At the request of the President of the University.
 - (3) At the written request of a majority of the committee members.
 - (4) At the request of the Executive Officer.
- c. The chairperson may reschedule a meeting if there is sufficient reason.
- d. At the discretion of both the chairperson and the Executive Officer, meetings may

be cancelled.

- e. Any member of the committee may submit items for inclusion on the agenda.
- f. At least eight committee members must be present to vote on any actions of the committee. At least four of the committee members present must be voting student members. No more than six faculty or staff voting committee members can vote on each action of the committee.
- g. Voting may be done by on-line polling in the event that a majority of voting members cannot attend a called meeting. A proposal must be sent out to all members two days prior to the on-line polling.

9. **SUBCOMMITTEES:** Subcommittees may be formed to further evaluate proposed projects and make recommendations to the full committee. The chair will appoint committee members to serve on subcommittees. Subcommittees are encouraged to seek the expertise and assistance of consultants and volunteers from the wider campus community.

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

11. **AMENDMENT OF PROCEDURES:** These procedures may be amended at any scheduled meeting of the committee by vote, provided that the proposed amendment has been submitted in writing to each member at least one week prior to the meeting. Amendments to procedures are subject to final approval by the Administrative Council and the President.

12. **COMMITTEE ACTION AND REVIEW:** Actions of this committee are subject to review by the Administrative Council and approval by the President.

13. **EFFECTIVE DATE OF IMPLEMENTATION:** These procedures shall become effective in the 2012-13 academic year.

(1) Revised 9/06/2017

(2) Revised 9/05/2018

(3) Revised 9/04/2019

