

Administrative Council Procedures

I. Name: The Administrative Council of Tennessee Tech University.

II. Purpose: The Administrative Council (Council) assists the President of Tennessee Tech (President) as follows:

- A. By proposing actions to be taken, or legislating when authorized, on matters that 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) and Accessibility 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, Institutional Animal Care and Use Committee, Institutional Review Board for the Protection of Human Subjects Committee, Intellectual Property Advisory Committee, Military Affairs Advisory Committee, Non-Student Citation Appeals 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 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 Tech to consider such matters as may be designated by the President for review by the Assembly.
- D. By serving as members of the Faculty Senate.

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

- A. Composition: There shall be a total of forty-four voting members distributed as follows:
 1. Faculty: Twenty-five faculty members, two elected from each of the following: College of Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College of Engineering, College of Fine Arts, College of Interdisciplinary Studies, and the School of Nursing; and, one elected from the Library. Eight members shall be elected at large from the University faculty.
 2. Administrative: Eleven administrative members shall be appointed by the President;
 3. Student: Four members, including the President and the Secretary of the Student Government Association (SGA), and two of whom shall be appointed by the President from a list of names submitted by the SGA President.

4. Staff: Four clerical/support members shall be appointed by the President 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.
 6. Should the term of Chair/Vice Chair expire prior to fulfilling the leadership role, the individual shall remain a member of the Administrative Council until the duties are fulfilled.
- B. Election of Faculty Members from Colleges, School, and the Library
1. Two faculty members shall be elected from each of the following: College of Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College of Engineering, College of Fine Arts, College of Interdisciplinary Studies, and the School of Nursing; and, one elected from the Library.
 2. All elections shall take place during the spring semester, with new representatives assuming office at the beginning of the following fall semester.
- C. Election of Faculty Members-at-Large: Eight faculty members-at-large shall be elected by the entire University faculty using the following procedures. The terms of at-large members are staggered, so all eight of the at-large members are never up for election at the same time.
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. 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. Nominees shall be informed that membership on the Administrative Council brings with it membership on the Faculty Senate and the University Assembly and that they are expected to attend meetings of the Administrative Council, the Faculty Senate, and the University Assembly. The Faculty Senate usually meets twice a month on Mondays at 3:35pm. The Administrative Council usually meets three times a semester on Wednesdays at 3:35pm. The University Assembly usually meets the third Wednesday of November at 3:35pm and the third Wednesday in April at 3:35pm. Consult the Academic Calendar to verify dates and times.
 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.
 4. If the number of eligible and willing nominees submitted by April 1 is fewer than the number needed to fill the open positions, 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.
 5. In extenuating circumstances, should the starting date in section C.1. for the nomination process need to be adjusted to later in the Spring Term, the new date will be noted in the minutes of the Council, and the election process of the Members at Large will continue with the same time intervals.

D. 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.
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 Senate President 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 their obligations, the President shall immediately appoint a replacement.
3. Student Representatives – the SGA President shall nominate a replacement to fill out the unexpired portion of the term, who shall then be appointed by the President.

F. Responsibilities of Members: Members are expected to serve as follows:

1. Be present at all regular or special meetings whenever possible.
2. Consistent failure to attend regularly scheduled meetings of the Council may result in a declaration by that body that the position is vacant, in which case the provisions of paragraph E shall be implemented.
3. Inform themselves as fully as possible prior to the meeting of all matters on the agenda.
4. Maintain the purpose of the Council by furthering the total program rather than by assuming a parochial position.
5. Serve on committees when appointed.
6. Contribute and participate in the work of the Council.

G. Attendance at Meetings: If any member will be unavoidably absent from a meeting, they may, with the concurrence of the chairperson, appoint a colleague from the same constituency to serve in their place. The one so appointed shall serve in the member's place with all the rights and privileges of an active member.

IV. Officers

- A. Chair: The vice chair from the previous academic year shall be chair for the current year.

1. Preside at all meetings or designate another member to preside.
 2. Prepare a tentative agenda for each meeting and furnish a copy 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 Provost copies of the approved minutes of the Council and copies of the annual reports of the various standing committees that report to the Council.
 7. Invite guests to participate in discussion of matters before the Council if deemed desirable.
 8. Vote only when that vote would affect the outcome, i.e., in cases where, without that 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.
- B. Vice Chair: The vice chair shall be elected annually from the membership of the Council. The vice chairperson shall:
1. Preside at meetings when the chair cannot be present.
 2. Act as Parliamentarian during the meetings to assist the chair in keeping the meeting flowing based on Robert's Rules of Order.
 3. Assist the chair in all other duties when requested.
 4. President over nominations for the next vice chair.

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 chair for inclusion on the agenda. Such items must be submitted at least seven working days prior to the meeting.
- C. Policies put forward containing substantive changes must be brought first as an informational item.
- D. The chair may call a special meeting when such action is deemed desirable.
- E. A majority of all members of the Council shall constitute a quorum.

VI. Committees

- A. Standing committees are not authorized.
- B. Special committees shall be appointed by the chair from time to time, if deemed necessary to carry on the specified items of 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, provided that the proposed amendment has been submitted in writing by the chair to each

member at least three days prior to the meeting. Amendments to procedures are subject to approval by the Administrative Council.

IX. Effective Date of Implementation

These modified procedures shall become effective April 15, 2022.

[AMENDED 1982-83 Academic Year; May 5, 1984; May 8, 1985; November 11, 1987; November 15, 1989; January 31, 1990; March 31, 1999; November 14, 2007; April 1, 2013; October 11, 2017; April 8, 2020; April 6, 2022