

TENNESSEE TECHNOLOGICAL UNIVERSITY

Stormwater Management Committee

Committee Procedures

I. **Name.** The name of the committee shall be the Stormwater Management Committee.

II. **Purpose:**

A. Develop and recommend policies and procedures that relate to stormwater pollution prevention issues on campus.

B. Develop and assist with public information activities that relate to stormwater pollution prevention issues on campus.

C. Recommend enforcement actions of the TTU illicit discharge and elimination policy.

D. The formation of a Stormwater management committee is required by the TTU MS4 permit Best Management Practices 2A, 2B, and 2C. The committee will provide ongoing compliance with the Phase 2 permit, and the annual report.

III. **Membership**

A. The following positions are permanently appointed to the committee because of the nature of their daily operations and the degree to which they are affected and contribute specialized experience:

Coordinator of Stormwater Permit (MS4) for TTU, ex officio
Facilities and Business Services- Engineer with TNEPSC Level II

B. Several departments will be directly affected by the policies of the stormwater committee and will have permanent representation.

University Police Chief, or designee,
Residential Life Director, or designee,
Director of Capital Projects, or designee

C. The Stormwater Management Committee is a specialized committee that shall have expertise in the field (or related field) of stormwater pollution prevention. Due to the requirement of Section 2D, the following areas will also have permanent representation. These areas include, but are not limited to:

- (1) Center for Management, Utilization, and Protection of Water Resources.
- (2) Academic Professors with expertise in Stormwater Pollution Prevention/Management (or a related field)
- (1) Student nominated by the Student Government Association

D. The TTU Stormwater system is connected to the City of Cookeville Stormwater system.

- (1) Representative from the City of Cookeville Public Works Department

E. Appointments shall be for three year terms and shall be staggered so that not more than six members' 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 VP Facilities and Business 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.

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 at least quarterly or 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