

## **BYLAWS OF THE SENATE COMMITTEE ON COMMITTEES**

**Approved by Mercy College Senate on Friday, May 18, 2018**

### **Article I: Name**

This committee shall be known as “Senate Committee on Committees” hereinafter referred to as the “Committee on Committees” or simply, “the Committee or CoC.” This committee shall serve as a standing committee of the Faculty Senate.

### **Article II: Purpose**

This Committee shall monitor the composition, eligibility, terms, and expiration of all Senate, faculty, and College committees and their memberships. To fulfill this purpose, the Committee shall periodically review all faculty committees, Chairs of vacancies to be filled, expired term limits, and any other relevant committee related business. The Committee shall also, upon requests, assist with faculty elections to committees, as well as inform the Core faculty of Atlarge vacancies and consequently run elections to fill said vacancies as needed. The Committee shall maintain a current list of all committees and make said list available to all core faculty. The Committee shall also give periodical reports and updates to the Senate at its monthly meetings as needed.

### **Article III: Members**

#### ***1. Composition of the Committee***

The Committee shall consist of at least five members of the Faculty Senate, as approved by the Senate.

***2. Eligibility for Membership*** Members must be faculty senators.

#### ***3. Membership Terms***

A faculty member’s term on the Committee shall begin on September 1 in the year of his or her selection and shall be for the duration of one year. A faculty member may serve until his or her Faculty Senate service has ended.

#### ***4. Removal of Members***

Regular participation is expected, and the Committee reserves the right to subsequent action when participation is less than desirable.

### **Article IV: Officers**

#### ***1. Officers***

The Committee shall have the following two officers, a Chair and a Secretary, who shall serve one-year terms up to a total of three years.

## ***2. Election of Officers***

The Committee shall elect its officers from among its membership by majority vote.

## ***3. Duties of the Chair***

The responsibilities of the Chair:

- Coordinate the work of the committee, including call meetings, set agendas, ensure the subsequent election of officers, and report to the Senate.

## ***4. Duties of the Secretary***

The responsibilities of the Secretary:

- To record minutes at each meeting, and share with Committee on Committee members, and made accessible to the larger College community.
- In the event the Chair is absent from a meeting, the Secretary shall lead the meeting.

## ***5. Vacancies***

In the event of a vacancy of the Chair, the Secretary assumes the role of Chair until an election can be held. (See 2: Election of Officers, above.)

## **Article V: Meetings 1.**

### ***Regular Meetings***

The Committee will conduct regular meetings as needed. The Committee shall meet a minimum of one meeting each semester.

### ***2. Quorum***

A quorum is requires to conduct committee business. Quorum is defined as half (50%) of the total number of members, plus one.

### ***3. Special meetings, as needed***

In order to allow the Committee to conduct additional business outside of its regular meetings, special meetings may be called as needed.

### ***4. Order of Business***

There shall be an agenda for each meeting provided to members at least one week in advance of the meeting whenever possible.

The normal order of business at meetings:

- Approval or Correction of Minutes
- Chair's Report
- Special Reports
- New Business

### ***5. Cancellation of Meetings***

Meetings of the Committee may be cancelled in cases where there is a lack of quorum or due to any other exigency.

**6. Other Meeting Modalities**

Members may participate in person or via other modes as agreed upon by the Committee.

**7. Minutes**

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any Senate member. The Secretary is responsible for archiving the minutes.

**8. Rules Regarding Non-Members at Membership Meetings**

Non-member participation in committee meetings must be approved by vote of the Committee.

**Article VI: Subcommittees**

The Committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or ad hoc basis. Normally, subcommittee members must also be members of the full committee.

**Article VII: Parliamentary Authority**

In questions of parliamentary procedure, the Committee shall refer to the current edition of Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the Constitution for Faculty Participation in the Governance of Mercy College.

**Article VIII: Reports**

The Committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the Committee must be reported to the Senate, and the Committee shall submit an annual report of Committee business to the Senate.

**Article IX: Transfer of Records**

Each year, the outgoing Secretary of the Committee shall deliver to the incoming Secretary, all records of the Committee including, but not limited to bylaws, minutes, and standing rules and procedures. In the event that the incoming secretary is not yet elected, the outgoing Secretary shall deliver the Committee's records to the Secretary of the Faculty Senate.

**Article X: Amendment of Bylaws**

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%) majority of the Committee. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments cannot be introduced as new business at a meeting because doing so would fail to meet the notification requirement. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.