

COMMITTEE ON COMMITTEES
Mission Statement and Bylaws

KUTZTOWN UNIVERSITY
Kutztown, PA 19530

MISSION

The Committee on Committees reports to the University Senate and is responsible for the following:

- Recommending to the University Senate the establishment, dissolution, structure, and responsibilities of reporting committees.
- Appointing individuals to committees with the approval of the University Senate.
- Reviewing committee structure, composition, and activities periodically and making recommendations to the University Senate as necessary.
- Maintaining effective communication with the University Community.

BYLAWS

I. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

- Faculty representative is elected from each of the four colleges.
- One representative is elected from the Professional Staff.
- One representative is elected from APSCUF.
- One representative is selected from Administrative Council.
- The Vice President of the University Senate serves as the Chair.

B. Terms of Appointment

- Elected representatives serve for a staggered three-year term.
- The representative from the Administrative Council serves an indefinite term of office.

II. DUTIES

A. Duties of Committee Members are:

- Appoint members to University-Wide Committees annually.
- Review the Committee on Committees' Mission, and Bylaws on an annual basis.
- Request completion of annual reviews of their Missions and Bylaws from University Wide committees by the end of the Fall semester.
- Review Senate Governance Committees every five years on a staggered basis (20% per year).

- Work with committees who are developing or revising Missions, Procedures, and/or Structure.
- Appoint the vice-chair of the University Senate as chair of the Committee on Committees by last meeting of the Spring semester preceding the Fall semester in which that chair assumes his/her duties.
- Prepare a charter outlining activities and objectives for the year and submit it to the University Senate at the beginning of the academic year.
- Review the Mission Statement, Bylaws and Operating Guidelines on an annual basis.
- Attend meetings on a regular basis.
- Inform chair if you unable to attend a meeting.
- Perform committee duties as assigned.
- If serving as a representative of a department or college, provide regular feedback to appropriate constituency.

B. Duties of chair are:

- Distribute Mission Statement, Bylaws and Operating Guidelines to members at the first meeting of the year for information and review.
- Submit any revision of the Mission Statement to University Senate for approval.
- Submit any revision of Operating Procedures to University Senate for approval.
- Ensure that the University Senate Office has a copy of the Mission Statement and Operating Procedures.
- Call meetings on a regular basis.
- Set the agenda and distribute prior to the meeting.
- In the absence of University Senate clerical support, the chair will appoint a recording secretary.
- Present an interim report to the University Senate as requested.
- Ask for administrative expertise to attend specific meetings as needed.
- Inform University Senate if proposing any changes in structure, membership, or mission.
- Present a written annual report to the University Senate outlining accomplishments and activities.
- Submit recommendations on committee implementation, dissolution, and changes to University Senate.
- Submit problems to University Senate.

C. Duties of Recording Secretary are:

- Record the minutes of each meeting.
- Record the names of those attending and those not attending at each meeting.
- Submit copies of minutes to the University Senate Office for archival purposes.

III. MEETINGS

The Committee on Committees will meet monthly. Members of the Committee on Committees who cannot attend a meeting for whatever reason must find a qualified substitute from their constituency. Members who miss two regularly scheduled meetings in any given semester may be assumed to have withdrawn from the Committee and in such a case the Committee on Committees will identify an appropriate replacement.

IV. AGENDA

A. The Agenda shall consist of the following order of priority:

- Call to Order
- Approval of Minutes
- Announcements
- Old Business
- New Business
- Adjournment

B. A call for agenda items will be sent out to all members of the committee with a copy of the minutes and a draft agenda at least one week prior to the meeting.

C. The final agenda for the meeting will be available for the members of the committee on the day of the meeting.

V. RULES OF ORDER

A. Robert's Rules of Order will govern the committee's procedures in all cases where applicable.

B. A quorum will consist of a simple majority of the members of the full committee. A quorum is needed to hold meetings and conduct business.

C. All members of the committee have full voting privileges.

D. In order to have a vote, there must be a quorum.

E. Amendments of the Bylaws shall require a two-thirds majority of the total voting membership.