

**TENNESSEE TECHNOLOGICAL UNIVERSITY
ADA AND ACCESSIBILITY ADVISORY COMMITTEE PROCEDURES**

Name:

The Tennessee Technological University

Chairperson:

The committee chairperson will be elected annually at the beginning of the fall semester by a majority vote of the committee.

The Chairperson shall:

1. Preside at all meetings or designate another member to preside
2. Prepare agenda for each meeting, to be distributed at least two (2) working days prior to the meeting
3. Approve the minutes of the meetings to be distributed to the committee members
4. Call special meetings when necessary
5. Appoint ad hoc subcommittees as needed
6. Inform the President and the Administrative Council of the committee's actions and recommendations
7. Inform committee members of response to committee recommendations
8. Invite guests to participate in committee discussions as appropriate

Meetings:

Meetings shall be scheduled at least once each semester, with additional meetings scheduled as needed.

A majority of the voting members of the committee shall constitute a quorum.

Any member may submit items to the Chairperson for inclusion on the agenda. The agenda shall be adopted at the beginning of each meeting by a majority of the voting members present.

The Chairperson may call a special meeting when they deem such action desirable. Two working days written notice is required and the notice shall include the agenda.

Subcommittees:

Subcommittees shall be appointed by the Chairperson as they deem necessary.

Parliamentary Authority:

The rules contained in the current edition of Robert's Rules of Order shall govern the committee. 01/26/2025 5:08:22 PM