

PROCEDURES  
ART COMMITTEE

- I. Name: The Art Committee of Tennessee Tech University.
- II. Purpose: The Art Committee assists the University by: stimulating the awareness, interest, appreciation, and knowledge of art on the part of students, faculty, staff, and members of the community.

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ADMINISTRATIVE: A minimum of one (1) administrator representing academic or student services administration.

C. STUDENT: A minimum of one (1) student member who is a major in a Bachelor of Fine Arts concentration.

F. ATTENDANCE AT MEETINGS: If a member of the Committee must be absent, he/she may send a representative with full voting privileges if that representative is from the same office or constituency as the member and the Chairperson is notified by the member in advance.

IV. OFFICERS:

A. CHAIRPERSON: The Chairperson shall be elected annually from the Committee membership. The chairperson of the University Art Committee will be nominated from the art faculty members of the committee, unless a different nomination is recommended by a two-thirds vote of the entire UAC.

The Chairperson shall:

1. Preside at all meetings or designate another member to preside.
2. Prepare a tentative 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 administration and faculty of action taken by the Committee.
7. Supervise the preparation and distribution of an Annual Report of the Committee's activities.
8. Invite guests to participate in discussion of matters before the Committee when such actions are desirable.
9. Execute policies and actions of the Committee.

B. Executive Officer: The Chair of Art will serve as executive officer and resource person and to provide staff support services. The executive officer overseeing the University Art Committee budget is the chair of art.

V. MEETINGS:

A. One (1) regular meeting of the Committee shall be held each semester. The date for such meetings shall be included in the administrative calendar. The date and time for a regular meeting may be changed by the Chairperson. The Chairperson shall notify all members of these changes at least One (1) week prior to the new date.

B. The Chairperson may call a special meeting when such action is deemed necessary.

C. 1) Any member may submit items to the Chairperson for consideration by the Committee.

2) Any faculty or staff member may submit items to the Chairperson for consideration by the Committee.

3) Major items for consideration on the agenda shall be distributed to Committee members at least one (1) week prior to the meeting.

D. The agenda shall be adopted at the beginning of each meeting by a majority of those members present.

E. Two-thirds of the members of the Committee shall constitute a quorum and votes may be made by proxy.

VI. SUBCOMMITTEES:

Subcommittees may be appointed by the Chairperson.

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 procedures.

VIII. Amendment of Procedures:

These procedures can be amended at any regular meeting of the Committee by a two-thirds vote of the members, provided that the amendment has been submitted in writing