

TENNESSEE TECHNOLOGICAL UNIVERSITY

University Safety and Environmental Committee

Committee Procedures

I. Name. The name of the committee shall be the Safety and Environmental Committee.

II. Purpose:

A. Develop and recommend policies and procedures that relate to safety and environmental issues on campus when appropriate. ("Safety", for purposes of the committee, does not include matters of a security, traffic, or criminal nature that are routinely administered/enforced by University Police.)

B.d

Academics

College of Agriculture

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 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. 12 Tf1 0 0 US
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 b2 38.39Tm0 G 0.0Z Tc(a)JTJETQ.0000092 0 612