



Ohio Administrative Code Rule 3335-5-46 Senate committees.

Effective: June 15, 2023

(A) The senate may establish standing and special committees as it deems necessary or desirable.

(1) The standing committees of the senate are those committees defined in rules 3335-5-47.1, 3335-5-47.3, and 3335-5-48.1 to 3335-5-48.18 of the Administrative Code.

(2) A special committee is one established to carry out a specified task, at the completion of which it automatically ceases to exist.

(B) Membership.

(1) The council of graduate students, the inter-professional council, the undergraduate student government, the university staff advisory council, and the faculty council shall select members of their own constituency using procedures adopted by their respective bodies.

(2) All standing and special committees of the senate shall include at least one faculty senator.

(3) Unless otherwise specified by the rules, the number of tenure-track faculty on standing committees shall not be less than two-thirds of the faculty membership. Faculty shall be appointed by the executive committee of the faculty council.

(4) Committee vacancy.

(a) The chair will report vacancies to the appropriate nominating source through the office of the university senate. For this rule, a vacancy exists when an elected member is unable to meet the participation requirements defined by the committee.

(b) When an unexpired term becomes vacant, the vacancy shall be filled in a manner consonant with the original method of committee selection. A member selected to fill such a vacancy shall serve for



the duration of the unexpired term.

(5) The membership of each committee shall be made known through the report of the secretary of the university senate.

(6) Terms of service.

(a) Faculty members shall serve three-year terms and are eligible for immediate reappointment to a second term. Following that they are ineligible for reappointment until one full year has elapsed. Faculty members may not serve as chair of an individual committee for more than three successive years.

(b) Unless otherwise specified by the rules, staff members shall serve two-year terms and be eligible for reappointment.

(c) Unless otherwise specified by the rules, student members shall serve one-year terms and be eligible for reappointment.

(d) Appointed administration members shall serve two-year terms and be eligible for reappointment.

(e) Multiyear terms shall, whenever possible, be staggered so that approximately equal proportions of the number of members rotate off the committee each year.

(f) Unless otherwise specified by the rules, terms of service of senate committee members shall begin and end on the first day of autumn semester; incoming members may attend meetings as non-voting members as soon as they are appointed or elected.

(g) A committee member who misses all committee meetings in a semester may be removed by the committee chair and replaced, as appropriate, by an appointment made by the executive committee of faculty council, student leadership, the office of the president, or other relevant appointing body. Any mitigating circumstances should be reported to the committee chair and the chair should keep and report attendance records to the university senate office and the senate constituencies.



(7) Student alternates.

Unless otherwise designated by rule, graduate, inter-professional and undergraduate student members of standing and special committees of the senate may have an alternate. The alternate shall be selected from the same constituency as the original appointment. Student members shall advise the chair of the alternate's name prior to the meeting in which the member will be absent. The chair has responsibility for recording correct voting status. If the member has voting status, the alternate may vote in the event of the member's absence.

If the member has speech and debate privileges, the alternate shall retain these privileges in the member's absence. Whenever possible, potential alternates will be identified by appointing authority at the beginning of the academic year.

(C) Duties and responsibilities.

(1) Senate committees shall report at least annually to the senate at a time and in a manner specified by the steering committee of the senate.

(2) Senate committees shall define reasonable participation requirements for the conduct of ongoing business.

(D) Operating procedures and organization.

(1) Meetings of standing and special committees of the senate shall be held in-person, virtually, or in a hybrid format. Acceptable means of virtual participation include teleconferencing or videoconferencing that allows verification of identity and permits full participation in meetings.

(2) A simple majority of the voting membership of the senate committee, whether attending in person or virtually, shall constitute a quorum for the conduct of the committee's business.

(3) Action by senate standing and special committees shall be by vote of a majority of members present, except as otherwise required by these rules or by the latest revision of "Robert's Rules of Order."



(4) Committee chairs. Except where otherwise specified by the rules, in the spring each committee shall elect a chair from its continuing membership, whose term shall begin the subsequent summer session; committees may also elect a vice-chair or chair-elect.