1. Purpose

1.1. The University of Southern Mississippi’s Committee on Committees is appointed and charged by the University President to fulfill the following functions:

1.1.1. Maintain a current and complete list of University Standing Committees and University Procedural Committees, including the membership of each Standing or Procedural Committee;

1.1.2. Ensure that University Standing Committees and University Procedural Committees are fairly governed and are fulfilling their charges;

1.1.3. Assist with recruiting members for University Standing Committees and University Procedural Committees as needed; and

1.1.4. Complete other related duties that may be delegated to the Committee on Committees by the University President.

2. Definitions

2.1. University Standing Committees are permanent and continuously active bodies that conduct broad, University-wide work. These committees are typically charged with guiding functional processes of the University, generating and disseminating University policies, and/or providing innovative solutions for pressing issues.

2.1.1. The following criteria shall be used to determine a committee’s designation as a University Standing Committee:

2.1.1.1. The work of the committee impacts the broad scope of the University’s major functions;

2.1.1.2. The committee reports directly to one of the University’s executive officers;

2.1.1.3. The committee membership includes members from the corps of instruction or other appropriate stakeholders to ensure shared governance and transparency in the given purview of the committee; and

2.1.1.4. The committee membership is appropriately representative of the University community.

2.1.2. Examples of University Standing Committees include the Academic Calendar Committee, the Section 504/ADA Compliance Committee, and the University Assessment Committee.

2.2. University Procedural Committees are ongoing and continuously active bodies that govern functions of the University in a specified branch but do not meet the criteria for designation as a University Standing Committee.

2.2.1. Examples of University Procedural Committees include the Academic Scholarship Appeals Committee, the location-based Parking Management committees, and the Tuition Appeals Committee.
3. Responsibilities

3.1. University Standing Committees and University Procedural Committees ultimately report to the Office of the President through their respective assigned executive officer. The Committee on Committees acts on behalf of the Office of the President to oversee the structures of University Standing and Procedural Committees within a system of shared governance, to include the following:

3.1.1. Review and approval of changes to bylaws, operating processes, and membership for each University Standing Committee and each University Procedural Committee.

3.1.2. Maintenance of the University’s official list of University Standing and Procedural Committees and current membership lists for each.

3.1.3. Provision of an annual orientation for Chairs of University Standing and Procedural Committees and others if necessary, as determined by the Committee on Committees, for the effective function of each University Standing or Procedural Committee.

3.1.4. Supervision of University Standing and Procedural Committees to ensure that committees meet as scheduled, fulfill their charges, and report as required.

3.1.4.1. The Chair of each University Standing or Procedural Committee shall submit an electronic copy of an annual report to their committee’s respective executive officer and to the Chair of the Committee on Committees by July 1 each year.

3.1.4.2. After review and approval, the Committee on Committees Chair shall coordinate the posting of annual reports on the web page for University Standing and Procedural Committees and shall provide a copy of all University Standing and Procedural Committees’ annual reports to the Office of the President by August 1 each year. In accordance with current records retention policies, annual reports shall be maintained in the Office of the President for one year from the date of receipt, then transferred to University Archives.

3.1.5. Selection of coordinators from the membership of the Committee on Committees to monitor specific assigned University Standing and Procedural Committees. Coordinators shall assist the assigned committees with the following:

3.1.5.1. Development and maintenance of committee bylaws;

3.1.5.2. Membership according to the bylaws;

3.1.5.3. Election of Chairs according to the bylaws;

3.1.5.4. Confirmation of regularly scheduled meetings;

3.1.5.5. Confirmation that minutes are recorded and archived in accordance with current records retention policies; and

3.1.5.6. Receipt of annual reports and confirmation that reports are forwarded to the appropriate executive officer.

3.1.6. Submission of an annual report regarding the activities of the Committee on Committees to the Office of the President by August 1 each year.

3.2. The Committee on Committees may provide advice to University Standing and Procedural Committees on issues of governance and may seek to censure committees for sustained
violations of University policies by reporting those violations to the Office of the President. The Committee on Committees may also exempt University Standing and Procedural Committees from bylaw requirements when such exemption is deemed appropriate.

3.3. The Committee on Committees may make recommendations to the University President regarding the following:

3.3.1. The status and potential reclassification of existing University Standing or Procedural Committees; and

3.3.2. The classification of new committees as University Standing or Procedural Committees.

3.4. The University President shall retain final decision-making authority regarding all matters related to the classification and function of University Standing and Procedural Committees.

4. **Membership**

4.1. The Committee on Committees shall consist of six voting members appointed by the University President.

4.1.1. Four members shall be tenure-track faculty holding the rank of associate professor or professor, with one faculty member from each of the four colleges. Faculty members may be based at any University campus or site.

4.1.2. One member shall be full-time staff from a non-academic unit and shall be based on the Hattiesburg campus.

4.1.3. One member shall be full-time staff from a non-academic unit and shall be based on a coastal campus or site.

4.2. There shall be an annual call for nominations for Committee on Committees positions that are scheduled to become vacant.

4.2.1. Submitted nominations shall be reviewed by each nominee’s respective executive officer, and the respective executive officer shall make membership recommendations to the University President.

4.2.2. If there are staff nominees from multiple divisions, the nominees’ respective executive officers shall consult and collaborate prior to making a joint recommendation to the University President.

4.3. All members shall serve three-year terms and, upon approval, may serve one additional **consecutive** three-year term, for a total of six years.

4.3.1. Terms shall be staggered as necessary to ensure senior representation on the committee.

4.3.2. If a member is unable to complete a term of service, he or she shall notify the Committee on Committees Chair, who shall notify the executive officer who made the original appointment. The executive officer shall recommend a replacement to the University President. A replacement member shall serve the remainder of the original member’s term of service for the purposes of maintaining orderly term rotations.
4.4. Committee on Committees members shall be actively engaged in the business of the committee. If a member is unable to meet this expectation, the individual may be removed by a majority vote of the remaining members.

4.5. The University President shall retain final decision-making authority regarding all matters related to the membership of the Committee on Committees.

5. Governance

5.1. The officers of the Committee on Committees shall consist of a Chair and a Secretary.

5.1.1. The Chair shall be elected from the committee’s faculty membership on an annual basis and shall serve a one-year term as Chair. The Chair shall lead meetings and represent the committee as needed.

5.1.2. The Secretary shall be elected from the committee’s remaining membership on an annual basis and shall serve a one-year term as Secretary. The Secretary shall record meeting minutes and prepare the annual report for the Committee on Committees and shall assist the Chair in maintaining records for the Committee on Committees and for all University Standing and Procedural Committees.

5.2. As referenced in section 4.1, all six Committee on Committees members shall have equal voting rights.

5.2.1. Any member may call a vote on any issue before the committee.

5.2.2. A majority vote shall represent the will of the committee.

5.2.3. In the case of a tie, the Chair shall cast another vote, which shall decide the issue. At the Chair’s discretion, he or she may facilitate further committee discussion prior to casting the deciding vote.

5.3. Substitutes or proxies shall not be permitted.

5.3.1. If a Committee on Committees member is unable to attend a meeting in person, the individual may request advance approval from the Chair to join the meeting via audio or video conference.

5.3.2. If the member is unable to participate remotely, or if remote participation is not approved by the Chair, the member may register an absentee vote on a specific matter by submitting that vote in writing to the Chair in advance. The writing shall be retained in the minutes of the Committee.

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