The University of Southern Mississippi
Hattiesburg Campus Parking Management Committee Bylaws

**Article 1: Purpose**
The Parking Management Committee purpose is to make policy and procedure recommendations for all aspects of the Hattiesburg campus parking.

**Article 2: Responsibilities**

2.1 Annual Responsibilities

2.1.1 Communication
To serve as a liaison between the university community and the Department of Parking Management.

2.1.2 Appeals
To consider appeals from faculty, staff and students who have received citations for parking violations.

2.2 Long-term Responsibilities
To explore parking policies and procedures used at similar institutions for consideration of adoption at The University of Southern Mississippi.

**Article 3: Maintenance of Records**
Hattiesburg Campus Parking Management Committee will maintain a seven-year record of annual reports. The Ex-Officio representative of the Department of Parking Management maintains all official records for the committee.

**Article 4: Representation**

4.1 Membership
Hattiesburg Campus Parking Management Committee shall consist of nine members. Membership shall be representative of the campus community. Members shall be appointed to serve from the Faculty Senate, Staff Council, Residence Life, Conference and Fraternity Housing, Athletics, Eagle Club, one At-Large member and shall include the SGA Attorney General or his/her representative. Voting ex-officio members shall include the Director of the Physical Plant, the Chief of the University Police Department and the Director of Safety and Environmental Services. The Dean of Students shall serve as a non-voting ex-officio member. All members are equal voting members except for the Ex-officio member without voting privileges.
4.2 Terms
Members serve three-year terms and may serve one back-to-back additional three-year team for a total of six years. A rotation system of members will be established so that terms will expire in a staggered manner.

4.3 Unexpired Terms
If a member leaves the committee before their term is completed, the designated appointing authority for that member will be asked to appoint a replacement member who will complete the resigning members term of appointment. A replacement’s partial term of service is counted as a full term of service for the purposes of maintaining orderly rotation.

4.4 Service
Members of the Parking Management Committee are expected to attend all meetings of the committee or to appoint, in writing or via email, a proxy from within your area. Members who miss three consecutive meetings without appointing a proxy will be considered to have resigned their position on the Parking Management Committee. The committee chairperson should be notified in advance if a proxy will be attending in place of the member. Committee members who would like to be permanently removed from the committee for any other reason should contact the committee chairperson.

Article 5: Governance

5.1 Election of Chair
The election of the chair shall take place at the first meeting of the Parking Management Committee in each academic year (typically the July meeting of each year). Candidates for chair may be nominated by any member of the Parking Management Committee and the chair shall be selected by majority vote of the members present at the first meeting of the academic year. The elected chair will serve for one year, and may serve up to two additional years (for a total of three years). Note: the chair of one university standing committee may not chair another university standing committee. The chairperson will lead meetings and serve as the public representative of the committee.

5.2 Minutes
Minutes of each meeting shall be recorded by a member appointed to be secretary by the chair of the Parking Management Committee. Minutes will be maintained by the Department of Parking Management. In order to avoid disclosing personal identifying information covered under the Federal Educational Rights and Privacy Act (FERPA), minutes will not be made public.
Article 6: Meetings
Meetings will take place monthly, except as voted on by a majority of Parking Management Committee members.

Article 7: Voting
As outlined in Article 4.1, all nine appointed members have equal voting rights. Any member may call a vote on any issue before the committee and a majority vote represents the will of the committee. In the case of a tie, the chair’s vote is counted twice and serves as the tie-breaker. If the chairperson is notified in advance of the meeting, a committee member’s proxy may vote on behalf of the absent committee member.

Article 8: Administrative Relationship
The University of Southern Mississippi Hattiesburg Campus Parking Management Committee will report to the Vice President for Finance and Administration.