UWEX ARTICLES OF FACULTY GOVERNANCE

Article 6

Committees of the Senate

6.01 Committee membership.
(1) All members of the voting body are eligible for membership on committees.
(2) The chair of a committee shall have an Extension appointment of one-half time or more.
(3) All committee nominees must agree prior to election or appointment to serve if chosen.
(4) Vacancies shall be filled by the university committee.

6.02 Committees: selection.
(1) The senate may instruct the university committee to appoint a committee by a resolution specifying the size, duration, and charge of the committee, or leaving some or all of these to the discretion of the university committee. Such appointments are subject to ratification of the senate. A committee so constituted shall report to the senate, or between senate meetings, to the university committee.
(2) The university committee may appoint a committee pursuant to a motion specifying the size, duration, and charge of the committee. The university committee may, at its option, seek ratification from the senate for such an action. A committee so constituted shall report to the university committee.

6.03 Committee functions.
Unless other provision is made, committees, in their assigned areas of competence, shall have the following functions:
(1) To study matters referred to them;
(2) To make, on their own initiative, recommendations for action; and
(3) To make rules within the terms of authority granted them.

6.04 Committee reports and records.
(1) Committees are invited to report to the university committee or the faculty senate at any time or as charged. Committees created by the senate shall make written reports, at least annually, which shall be filed with the secretary of the faculty by June 1 for presentation at the June senate meeting. Written reports shall summarize the committee’s work since commenced or since the last report, list the committee members and chair, detail the main objectives, or charge, for the committee, summarize recent accomplishments and current activities in progress, and offer recommendations to the university committee and faculty senate.
(2) All committee records and reports are official university records, and they may not be destroyed or discarded without the consent of the university.
archivist. When the chairs of committees wish to reduce the files in their custody, they shall transfer all material to the Secretary of the Faculty.

6.05 **Committee chair.** The chair of a committee shall be chosen by the members of the committee unless otherwise stated in the motion that created the committee. A committee which elects its own chair will do so at its initial meeting.

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