

Committee on Commencements, Convocations, and Academic Ceremonies
Tennessee Tech University
Procedures

- I. NAME – The Committee on Commencements, Convocations, and Academic Ceremonies.
- II. PURPOSE – The Committee serves the President by establishing the policies and procedures for academic ceremonies, including commencements, convocations, inaugurations, commemorations, and dedications.
- III. MEMBERS – The Committee shall consist of the following members, appointed by the University President in accordance with approved procedures:
 - a. FACULTY – A minimum of five (5) faculty members, representing the Schools and Colleges.
 - b. ADMINISTRATIVE – A minimum of two (2) administrators.
 - c. STUDENT – A minimum of two (2) student members, selected from a list of names submitted by the President of the Student Government Association.
 - d. TERMS OF OFFICE – Members will serve terms of one (1) to three (3) years, with appointments to be effective at the beginning of the Fall term. All appointments are subject to renewal at the discretion of the President.
- IV. OFFICERS:
 - a. CHAIRPERSON – The Chairperson shall be elected annually from the Committee membership. The Chairperson shall:
 - i. Preside at all meetings or designate another member to preside.
 - ii. Approve for distribution a tentative agenda at least three days prior to all meetings.
 - iii. Approve the minutes of the meetings to be distributed to the Committee members.
 - iv. Call special meetings when necessary.
 - v. Appoint ad hoc subcommittees as needed.
 - vi. Supervise the preparation and distribution of an Annual Report of the Committee’s activities.
 - vii. Disseminate information regarding action taken by the Committee.
 - viii. Perform the duties prescribed by the procedures and by the parliamentary authority adopted by the Committee.
 - b. EXECUTIVE OFFICER – The President will appoint a staff member to serve as executive officer and resource person and to provide staff support services.
- V. MEETINGS – Committee meetings may be scheduled or called.
 - a. Two meetings, one per semester, of the Committee shall be held each academic year with additional meetings scheduled as necessary.
 - b. Any member may submit items to the Chairperson for consideration by the Committee.

- c. A majority of the members shall constitute a quorum.
 - d. If a member of the Committee must be absent, he/she may send a representative with full voting privileges, if that representative is from the office or constituency of the member and the Chairperson is notified in advance.
- VI. PARLIAMENTARY AUTHORITY – The rules in the current edition of Robert’s Rules of Order govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.
- VII. AMENDMENT OF PROCEDURES – These procedures may be amended at any scheduled meeting of the Committee by a majority vote of the total membership, provided that the proposed amendment has been submitted in writing to each member at least one week prior to the meeting. Amendments to Procedures are subject to final approval by the Administrative Council.
- VIII. COMMITTEE ACTION AND REVIEW – Actions of this Committee are subject to review by the Academic Council and approval by the President.
- IX. EFFECTIVE DATE OF IMPLEMENTATION – These modified procedures shall become effective at the beginning of the 2000-01 academic year. Amended: April 5, 2000