

## **Committee on Committees**

### **Procedures**

#### **Procedures for Committee Membership Composition**

- The committee chair will contact the committee to confirm committee membership status from the previous year's membership composition.
- If a committee member is not available to continue service or is rotating off of the committee, then the committee chair will notify the Committee on Committees to find another representative.
- The Committee on Committees will then compile a list of all open memberships for each college and send it to the faculty of the respective college for volunteers.

#### **Procedures for Committee Chairs and Chair-Elects**

- Each committee should have a chair and a chair-elect.
- All committees will select a chair-elect to assume the responsibilities of chair if this individual steps down during his/her time of service or when this individual has completed his/her time of service.