

Bylaws

PURPOSE

The Committee on the Campus Environment (CCE) is a body appointed by the senior vice chancellor for finance and administration to advise on environmental sustainability at UT, including but not limited to promoting reductions in the university's greenhouse gas emissions, other pollutants, waste, and the consumption of resources.

RESPONSIBILITIES

The Committee:

- Shall provide advice and initiate approved actions to improve the environmental sustainability of the UT campus (UT Knoxville and Agricultural campuses);
- Shall increase the university community's awareness and knowledge of environmental sustainability;
- Shall recommend relevant changes or additions to existing policies and procedures that affect the university's environmental stewardship;
- Shall support and promote the implementation of new and existing academic and extracurricular sustainability programs;
- Shall recommend and encourage research activity that may help identify and address environmental concerns, problems, and progress on campus;
- Shall report on and communicate the findings of the campus' Environmental Progress Report every five (5) years and make recommendations to the campus administration based upon the report;
- Shall consult and advise on the evaluation, revision, and implementation of the university's Climate Action Plan (developed in 2007 to fulfill the terms of the American College and University Presidents' Climate Commitment), a national effort to address climate change;
- Shall provide information to the campus and community on the committee's activities related to environmental matters on campus.
- Shall solicit suggestions from the campus and community related to environmental matters on campus.

COMPOSITION

The committee shall consist of a proportionate number of faculty, staff (exempt and non-exempt), students (undergraduate and graduate), and external community members (ideally two of each) as voting members. Membership shall be distributed among the various colleges, schools, and administrative units of the university.

The committee chair, either as a single chair or two co-chairs (hereafter referred to as "chair"), will forward nomination to the senior vice chancellor for finance and administration who shall appoint the committee annually.

Ex-officio membership also shall include the chancellor, the senior vice chancellor for finance and administration, and the associate vice chancellor for facilities services.

Executive Committee

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The executive committee shall be comprised of the chair, vice chair, immediate past chair (if position is filled), and secretary. As necessary, this committee shall schedule and conduct meetings prior to the regular committee meetings. The chair will decide the modality of the meetings (i.e.: face-to-face, conference call, e-mail, etc.), and communicate such plans in advance.

Chair

One chair or two co-chairs, recommended to and approved by the senior vice chancellor for finance and administration, shall lead the committee. They shall be elected for a two-year term. The chair shall solicit nominations and prepare a slate of chair candidates to be brought forward to the committee for a vote. The individual or pair who are selected will be presented to the senior vice chancellor for finance and administration for the final decision and appointment. Following the completion of the chair position, the exiting chair will serve as immediate past chair for one year (unless they were re-elected and agreed to serve another two-year term). The maximum term limit for a chair will be six (6) years (three consecutive terms).

Key duties/responsibilities shall include:

- Develop agenda(s) for executive committee and CCE meetings;
- Attend all CCE meetings (at least one co-chair must be present at all CCE meetings);
- Serve as ex-officio of all sub-committees created by CCE;
- Determine if a quorum is present for voting purposes at CCE meetings;
- Solicit volunteers for CCE membership;
- Manage content updates of the CCE website at cce.utk.edu;
- Develop and submit annual report to the senior vice chancellor for finance and administration.

Immediate Past-Chair

Upon completion of their term, the chair will become the immediate past-chair for a term of one (1) year. The maximum term limit for an immediate past chair will be one (1) year. After their term has ended, the immediate past-chair may choose to continue to serve as a non-officer committee member. The position of immediate past-chair may not always be filled every year.

Key duties/responsibilities shall include:

- Assist chair in developing agenda(s) for executive committee and CCE meetings;
- Advise chair and provide guidance and institutional knowledge to chair, vice-chair, and committee.

Vice-Chair

One vice-chair, recommended to and approved by the senior vice chancellor for finance and administration, shall assist the chair at meetings. They shall be elected for a two-year term. The vice-chair shall solicit nominations and prepare a slate of candidates to be brought forward to the committee for a vote. The individual who is selected will be presented to the senior vice chancellor for finance and administration for the final decision and appointment. The vice-chair may be re-elected and agree to serve another two-year term. The maximum term limit for a vice-chair will be six (6) years (three consecutive terms).

Key duties/responsibilities shall include:

- Assist chair in developing agenda(s) for executive committee and CCE meetings;
- Advise chair and provide guidance and institutional knowledge to chair and committee;

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- Lead committee meetings in the absence of the chair;
- Solicit volunteers for CCE membership.

Secretary

One secretary, recommended to and approved by the senior vice chancellor for finance and administration, shall serve for a term of one (1) year. The secretary shall solicit nominations and prepare a slate of candidates to be brought forward to the committee for a vote. The individual who is selected will be presented to the senior vice chancellor for finance and administration for the final decision and appointment. The secretary may be re-elected and agree to serve another one-year term. The maximum term limit for a secretary will be six (6) years (six consecutive terms).

Key duties/responsibilities shall include:

- Assist chair in develop agenda(s) for executive committee and CCE meetings;
- Attend and record the minutes of CCE meetings;
- Provide a digital file of the meeting minutes to the chair for inclusion on the CCE website.

Committee Members

Committee members shall serve terms of one (1) year and may choose to remain on the committee for additional terms. Committee members not identified as ex-officio members automatically hold a vote during the voting process.

Key duties/responsibilities shall include:

- Regularly attend and actively contribute to CCE committee meetings;
- Serve on at least one sub-committee during their lifetime as a member of the committee.

Procedure for Removal of Members

If a committee member has missed four consecutive meetings, the chair may, at their discretion, call a vote if a quorum is present to remove that member from the committee. A majority vote is sufficient to confirm removal.

Chairperson of Sub-Committee

The chair will appoint a chairperson for each sub-committee, and ad hoc committees as needed. All committee members shall be members who volunteer to serve on an active basis. The chairperson of a sub-committee shall serve as appointed, which is generally on an annual basis, or until such time as the sub-committee has fulfilled its mission.

Sub-Committees

Committee members are expected to serve on and actively participate in at least one sub-committee during their tenure as a committee member. Sub-committees may be created, dissolved, or adjusted based on the overall mission of CCE and the changing needs of the campus environment as projects and/or initiatives are completed.

All sub-committees will meet at least one (1) time during the calendar year. Each chairperson of a sub-committee will provide a written summary of committee activities as directed by the chair. Ad hoc sub-committees shall be formed as needed and directed by the chair.

MEETINGS

Frequency

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The committee shall schedule regular monthly meetings at a time to be agreed upon at the beginning of each semester. Additional meetings shall be scheduled as needed. The agenda at these meetings shall be determined by the chair with input from committee members and sub-committee chairpersons, and may also include items requested by the senior vice chancellor for finance and administration; the chancellor; a member of the faculty, staff, or student body with a concern or grievance; or any member of the UT Knoxville community with an issue which may require attention. All meetings shall be open to any member of the UT Knoxville community.

Quorum

A quorum is constituted by the vote of at least seven (7) voting members.

Rules of Order

The meetings of the committee shall be conducted in accordance with Robert's Rules of Order.

APPROVAL AND AMENDMENTS

These bylaws shall be approved by a two-thirds vote of the voting committee members (minus ex-officio members), taken by a ballot or via e-mail, and may be amended by a similar vote taken at a subsequent regularly scheduled meeting or via e-mail. Both bylaws and amendments shall become effective upon the approval of the senior vice chancellor for finance and administration.