CLA Technology Committee By-Laws

a. PURPOSE
The purpose of the CLA Technology Committee is to help address the current and future technological needs of students and faculty of the college. The committee is charged with setting policies on the usage of technology in the classrooms and computer labs, with planning technological changes, with representing CLA in campus discussions about technology, and with disseminating information about technology to the college.

b. MEMBERSHIP
i. One faculty member from each department elected by and from the faculty electorate of that department.
ii. Managers of computer labs in the CLA.
iii. The terms of faculty members shall be for three years. No faculty member may serve more than two consecutive three-year terms.
iv. The Chairperson shall ordinarily appoint two student members. Students eligible to serve on the committee are undergraduates or graduates who are majoring in a department or program in this college. Student members serve a one-year term commencing in September, and there shall be no limit on the number of consecutive terms a student may serve.
v. The Associate Dean of the College of Liberal Arts, ex officio, non-voting.

c. OFFICERS
The CLA Technology Committee shall have the following officers, who shall be elected from among its membership at the first meeting in September of each year. Officers will perform the duties as described below for a term of office of one year or until a successor is elected:

i. Chairperson- presides at meetings, prepares agendas, provides information to members between meetings, submits an annual report to the CLA Council in September, and confers with college and university officials on a regular basis.

ii. Secretary- takes minutes of committee meetings and distributes them to the CLA webmaster for posting and to the University archives. Alternatively, the duty of taking minutes rotates among members of the committee in alphabetical order and the Secretary is responsible for their posting.

d. MEETINGS OF THE CLA TECHNOLOGY COMMITTEE
i. The Chairperson shall ordinarily schedule monthly meetings during the fall and spring semesters. Cancellation of meetings for
lack of business to be conducted shall be made known to the electorate of the College through the CLA website.

ii. A quorum shall consist of two-thirds of the voting membership of the committee. A quorum is required for any business to be transacted.

iii. Meetings shall be open to all members of the university community; participation is limited to members though non-members of the committee may speak on a particular issue when recognized by the Chairperson.

iv. The Chairperson shall prepare the agenda. Any member, group, or organization within the college may submit to the Chairperson items for the agenda.

e. AGENDA

i. Submission of Agenda Items
   1. Agenda items shall be submitted by email to the Chairperson.
   2. The Chairperson shall decide the order of agenda items to be considered by the committee.
   3. Any item submitted to the Chairperson shall be included on the next regular agenda of the committee unless the person or group submitting the item agrees to a delay.
   4. The agenda for regularly scheduled meetings of the committee and written materials pertaining to it shall be made available to all faculty members within CLA four days in advance of the meeting.

ii. Changes in the agenda
   1. At the beginning of each meeting of the committee, the Chairperson shall entertain changes to the agenda.
   2. Any changes in the agenda shall require a two-thirds majority vote of the members present.
   3. During the meeting, a voting member may move a Special Order of Business. This special Order of Business requires a two-thirds majority vote and shall take precedence over the regular agenda.

iii. Structure of the Agenda
   1. Roll call
   2. Approval of the agenda
   3. Approval of the minutes of the previous meeting
   4. Agenda items
   5. Adjournment

f. PROCEDURES

i. Responsibility of the Chairperson
1. The Chairperson shall have the responsibility of ruling on procedural matters arising from the conduct of committee business.

2. The committee may by majority vote overrule the decision of the Chairperson.

3. To assist the CLA Council in maintaining communication between the council and its committees, the committee shall send to the council an annual report. The annual report shall be submitted in September and shall include: (i) a summary of the previous year’s activities; (ii) a statement of all policy changes in the committee’s area of responsibility, to include both those made by the committee and those made by the council upon recommendation of the committee; (iii) a statement of pending work that will receive the committee’s attention in the following committee year; and (iv) a statement of problems that should receive the attention of the committee, the council or another committee or office.

ii. Secretary

1. The Secretary shall record the vote of the committee on all motions and shall publish the vote in the minutes of the meeting. Minutes of meetings shall be sent for posting on the CLA website by the Chairperson not later than one week following approval by the committee.

iii. ITC Liaison

1. A representative shall be selected from faculty members of the committee. This representative will act as liaison between the committee and the campus ITC committee.

iv. Participation of Non-Members

1. The Chairperson shall have the right to recognize any member of the University Community or guest for the purpose of speaking.

2. If a member objects to a non-member speaking, the non-member may not speak unless the members by a majority vote overrule the objection.