

A. General Procedures for Committees (from the St. Olaf College Faculty Manual)

1. Committees are either elected or appointed.
2. All committees come into being or go out of existence by vote of the faculty.
3. A list of committees will be published in the fall by the Dean of the College.
4. Ad-hoc committees may either be elected or appointed as designated at the time of their establishment.
5. Members are elected at the regular April faculty meeting and at meeting of the Faculties held after faculty elections are completed.
6. Only full-time students are eligible to serve on committees.
7. Members elected to faculty committees, either within their Faculties or in all-faculty elections, must receive a majority of votes cast in the election.
8. Only faculty with voting franchise are eligible to serve as members of elected committees. Before the regular faculty meeting in April of each academic year, the Dean of the College shall supply the Nominating Committee with a list of holdover members of elected committees and vacancies to be filled.
9. A faculty member shall not serve as an elected member on more than one committee, nor should a faculty member, under ordinary circumstances, serve on more than one appointed committee at the same time.
10. A faculty member shall not serve more than two consecutive full terms of office on any elected committee.
11. Each committee shall elect its own officers. An organizational meeting shall be held and a list of the next year's officers shall be turned in to the Dean of the College by the end of the academic year. This meeting shall be called by the past chair. The chairs of the Review and Planning Committee and the Curriculum and Educational Policy Committee must be tenured members of the faculty. To accord with NCAA regulations, the chair of the Athletic Committee must be a faculty member. For all other committees, any faculty or student member may be elected chair. A student who is elected chair of a faculty committee shall have speaking rights at faculty meetings on business concerning that committee.
12. Copies of the minutes for the Curriculum and Educational Policies Committee and the Review and Planning Committee shall be made readily available to all faculty. The agenda for the next meeting shall be sent to all faculty prior to the meeting.
13. The following procedure shall govern the naming of replacements for faculty members who resign from committees before the expiration of their terms:
 - a. If a faculty member resigns one year or more before the expiration of the term, the Nominating Committee shall nominate and the faculty shall elect a replacement in the usual manner.
 - b. If a faculty member resigns less than a year before the expiration of the term, the Nominating Committee may, at its discretion, either appoint a successor or nominate persons for election by the faculty.

c. In the case of the Tenure and Promotion Committee, the appropriate Faculties shall exercise the duties of the Nominating Committee, subject to the provisions of VII.B.13.d (3).

14. Documents presented to the faculty for a vote shall be numerically coded as to year and sequence. Longer documents shall carry marginal numbers.

15. The officers of each committee shall provide the College Archivist with the records of the committee at the close of the academic year.

Student representatives shall be selected in accordance with the procedures determined by the student government. The term of office of student representatives on faculty committees is one year. Student representatives may repeat a term.