

# Serving on Committees

The following are requirements for serving on committees:

1. Students shall attend the committee meetings that they are serving on; if they are unable to attend they need to inform the committee chairperson, other student representation on the committee and the president of the Student Senate.
  - a. Being in attendance at committee meetings is important so that students have their voices heard. On a committee like Student Life decisions are made by voting on request which can only happen when there is quorum.
  - b. If you feel you cannot attend committee meetings please do not join that committee. If your schedule has changed such that you cannot devote the minimal time required to actively participate on that committee, please step down so someone else can serve.
2. The students serving on campus-wide committees will meet prior to their committee meeting and make sure that they understand the issues that will be discussed.
3. Students shall provide e-mail information and check it for committee meeting information.
  - a. Any report, information or memo sent out should be forwarded to all student committee members, Student Senate President, Director of Communications and the Advisor of the CCSS. Knowledge is Power! Communicate with your fellow student members and keeping them in the information loop is important. There may be important information missed or overlooked by one member that another may add.
4. On a rotating schedule each student committee member must type up a report on what was discussed at the meeting. The report should include: names of the students on the committees, when and where the next meeting is held and the date of the report. The schedule will reflect the number of students on the committee (if there is only two then it will be every other meeting, if three then every third).
  - a. Exceptions to this rule are made to those serving on the Technology, Judicial, Planning Activities, and Student Life Committees.
5. Student committee members shall bring back to the Student Senate input on issues that have been discussed and decided upon.
6. Student committee members represent the student body. It is important to represent the opinion of the student body and not just your own personal opinion. The student Senate is an invaluable place to get opinions and ideas to bring to your committee.

7. When students must make a decision on an issue that affects the college at a committee meeting, make it on behalf of the best interest of the college as a whole.
8. To avoid overwhelming students and conflict of schedules, students are limited to serving on a maximum of two committees, with the exception of serving on the Planning Activities Committee.
9. A student may be removed from a committee for any of the following reasons
  - a. If a student has missed two committee meetings in a row without informing their fellow members.
  - b. If a student is not writing the report for the committee meeting that they are responsible for.
  - c. If a student has become disrespectful of their fellow committee members.
  - d. If the student is clearly not representing the student body's best interest at heart.