

# UNIVERSITY OF SOUTH FLORIDA TAMPA GRADUATE COUNCIL OPERATING PROCEDURES

## COMMITTEES GRADUATE COUNCIL

The work of the Graduate Council shall be conducted by the entire membership of the Council. Standing Subcommittees and ad hoc committees will meet as needed and report to the full Council.

## MEMBERSHIP

### New Members

Newly appointed members will be encouraged to contact current or past members in their unit to help develop an awareness of the scope, structure, and conduct of

## ADHOC COMMITTEES

Ad hoc committees will be established by the Council as needed to investigate or consider issues of importance but outside of the charge and scope of the standing committees. The committee members will be appointed by the Chair with input from the Council.

## DUTIES OF STANDING COMMITTEES

1. Curriculum Subcommittee

4. In consultation with the Dean of the Graduate School appoint a member of the Council to represent the Council in meetings with other university councils or committees when matters relating to the functions of the Council are being considered by said Councils or committees.
5. Represent the Council at various meetings, including the Faculty Senate and Faculty Senate Executive Committee.
6. Prepare in consultation with the Vice Chair, the annual report of the Council.

VICECHAIR:

1. The Council shall elect annually a vice chair from the faculty members of the Council.
2. The Vice Chair may be elected for a second term.
3. The Vice Chair will be elected annually at the first fall meeting of the full Council.

DUTIES OF VICECHAIR:

The Vice Chair of the Graduate Council shall perform the following activities:

1. Preside at all Council meetings at which the Chair is not present or in place of the Chair when s/he steps out of the role of meeting facilitator to comment or contribute to discussion of an issue the abbreviated Roberts Rules of Order guidelines adopted by the Graduate Council.
2. Join the chair of the Council in preparing and signing the annual report of the activities of the Council.
3. Represent the Chair at meetings and functions at the Chair's request.

SECRETARY:

1. The Council shall elect annually a secretary from the faculty members of the Council.
2. The secretary may be elected for a second term.
3. The secretary will be elected annually at the first fall meeting of the full Council.

DUTIES OF THE SECRETARY:

1. Keep a record of the proceedings of all meetings and other official business transactions of the Graduate Council. and
2. Assume custody of all records, except those specifically assigned to others. Keep an(c),

MEETINGS:

1. The Graduate Council will meet Council