



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

POLICIES AND PROCEDURES FOR TCCTA COMMITTEES (General — All Committees)

1. All standing, special and *ad hoc* committees are appointed by, and work under the supervision of, the Executive Committee. It is the policy of the Association that all committee chairs shall keep the President and Executive Director fully and currently informed of all developments concerning the functions and activities of their committees. No resolution, recommendation, or other statement shall be brought to the floor of the Association's annual convention by any committee without the prior approval of the Executive Committee.
2. All committee meetings should be scheduled well in advance through the State Office, and an effort should be made for the Executive Director to be in attendance to observe and advise in the deliberations of the committees.
3. The President of TCCTA shall be a member *ex officio* of all committees of the Association, except the Nominating Committee, but shall not be entitled to vote on items of business before committees.
4. The chair of the committee may participate fully in committee discussions and deliberations and may vote as does every other member.
5. The chair of each committee shall appoint a committee secretary. Within 14 days following each committee meeting, the secretary shall prepare a report of the meeting and file one copy with the Executive Director (for distribution to members of the Executive Committee), one copy with the President, and one copy with each member of the committee.
6. No expenditure of the Association's funds shall be authorized except by the chair of the committee or by the President. All expense vouchers for reimbursement must be approved by the chair. Once the committee has expended its budgeted funds, all further expenditures must be approved by the President.
7. Each committee of the Association is expected to function **as a committee**; that is, any action taken, recommendation made, or report submitted should represent the deliberations of the entire committee—not the thinking of any single member.
8. **“No statement, news release, public announcement, circular letter, or other communication shall be issued on Association stationery or under the Association's logo or in the name of the Association or any of its officers or committees unless it shall have been specifically authorized and approved by the President or by the Executive Committee.”** [Bylaws Art. VI, Sec. 16] Failure to observe this policy shall constitute sufficient cause for removal from a committee position by action of the Executive Committee. This policy is not intended to limit, restrict, or impede communications between members of the respective committees.
9. Each committee chair is expected to observe all announced deadlines for Association publications. Extensions of deadlines should not be requested. Deadlines are established to allow the required time for obtaining necessary approval before submitting copy to the printer.
10. All committee members are expected to provide assistance and support in efforts to expand the Association's membership—particularly on their respective local campuses.

—ADOPTED by the Executive Committee
January 14, 2000