

## **Procedures for Identifying Council, Committee, Board, and Subcommittee Chairs**

*For the sake of continuity, Senate leadership strongly prefers that Councils, Committees, Boards, and Subcommittees elect their own chairs from among their continuing members. As stated in [Bylaw 35](#), if a chair is vacant for more than forty-five (45) days, the Committee on Committees may designate a chair to complete the term.*

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Senate Councils, Committees, Boards, and Subcommittees typically elect their Chair for the upcoming academic year no later than the end of spring quarter. In the event that a Chair is not identified by the end of spring quarter, the Analyst should notify the Senate Chair and Executive Director.

Over the summer, Senate leadership, in collaboration with the COC Chair, will work to identify a Chair. This may include approaching continuing members, asking a former Chair to serve, or identifying another Senate member with relevant expertise to serve. If the individual identified is not already a continuing member of the relevant Senate body, COC should vet the candidate and vote on their appointment. A contingent appointment may be appropriate in order to ensure support by members of the relevant Council, Committee, Board, or Subcommittee; members should be asked to vote on the incoming Chair. If a Chair appointment is inconsistent with the balance of members as stated in the bylaws, the Chair should refrain from voting.

*Approved by the Committee on Committees on October 19, 2020*