

# Honors Education Committee Bylaws

Revised 11/8/2022

## **Member Engagement**

The committee may conduct business electronically, in person, or by other means as deemed appropriate by the committee chair to support committee participation.

## **Meeting Calendar**

At least one meeting will be called each semester and as needed. Members should be aware that special charges will likely require additional meetings, electronically or in person. The means by which this is

Committee members will participate in at least one scholarship selection process. Scholarship interviews happen in October, February and March each academic year. Members should be aware that special charges will likely require additional meetings, electronically or in person. The means by which this is addressed is at

Committee members will be asked to participate on at least one honors student thesis defense committee. This entails the reading and critique of the written work as well as the attendance of the defense scheduled by the student in consultation with the thesis director and committee members. The defense committee will determine

## **Meeting Content and Procedure**

Meeting content will address recommendations on the policies and procedures governing the Honors College.

Items will be brought before the committee chair for distribution to the committee. Attendance shall constitute a quorum when voting upon actionable items. Voting may occur electronically, by voice, or show of hands. Meeting minutes will disseminate deliberation results.

## **Meeting Visitors**

All committee meetings are open to visitors, and every effort should be made to maintain an accurate and accessible calendar of meetings.

## **Revision to the Bylaws**

All revisions to committee bylaws must be approved by the Faculty Senate. Under the Policy on Policies, any person may recommend a change to committee bylaws, but they must be vetted by the committee and senate prior to a vote.

# **Committees and Policy Review Process**

### **Composition of Written Supplements - Presentation and Non-Presentation**

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

Committee Charge