

Steering Committee

- **Responsibilities:** The Steering Committee shall be responsible for the orderly operation of the UFS. It shall prepare the agenda for UFS meetings, oversee the operation of other UFS Committees, and consider other issues within the jurisdiction of the UFS and offer advice on such matters. The Committee can refer any matter to other standing or ad hoc committees for review. All actions of other UFS Committees shall be reported to the Steering Committee for submission to the UFS. The Committee shall include on the agenda any item of business requested in writing by at least five members of the UFS or at least ten Faculty members as defined in this document. Such an item must be placed on the UFS agenda no later than the second meeting after it has been submitted to the Committee.
- **Membership:** The Steering Committee shall consist of the Officers of the UFS (President and President-Elect or Past President). and six UFS members elected annually to two year staggered terms by the UFS, with the proviso that each campus shall be represented, In the event a campus is not represented among the six elected members, then that campus shall hold a special election for a steering representative who will be in addition to the other six elected representatives. The President of the UFS shall chair the Steering Committee and the Administrative Staff Assistant shall serve as secretary of the Committee.
- **Meetings:** The Committee shall meet sufficiently in advance of each UFS meeting to prepare and distribute on a timely basis the notice and agenda for the UFS meeting. The Committee shall meet on the call of the President of the UFS at such other times as necessary to fulfill its responsibilities.