

12.7 Calendar Committee

academic faculty committee member who represents the Faculty Senate shall serve for a renewable, one-year term. The student committee members shall serve for one-year terms. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

12.7.1 Function

The Calendar Committee shall be responsible for establishing an official academic calendar for Mines, periodically reviewing the Mines calendar, and proposing revisions thereto. The committee shall consider proposals from the Mines community to change the calendar and make recommendations for appropriate changes to the President. During its consideration of proposed changes to the calendar, the committee shall ensure that all affected parties and representatives of affected groups are consulted and have an opportunity to comment on the impact of any proposed changes.

12.7.2 Membership

The appointed membership of the Calendar Committee shall consist of one academic department head, two academic faculty members, one administrative faculty member, one classified staff member, one undergraduate student, and one graduate student. One of the academic faculty members must be a Faculty Senator and shall serve as a representative of the Faculty Senate. Additionally, the Provost or designee, the Vice President for Student Life or designee, and the Associate Vice President for Human Resources or designee shall serve as voting, *ex officio* members of the committee. The Registrar shall serve as a non-voting, *ex officio* member of the committee.

12.7.3 Method of Operation

The Registrar shall serve as chairperson of the Calendar Committee.

The committee shall meet at least once per semester during the fall and spring semesters and at any other time deemed necessary by the committee. Upon the provision of reasonable notice to the membership, special meetings may be called at any time by the chairperson. At least six voting members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

12.7.4 Method of Appointment

The academic Department Head committee member shall be nominated by the Provost and appointed by the President. The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The administrative faculty representative shall be nominated by Administrative Faculty Council and appointed by the President. The classified staff committee member shall be nominated by the Association of Classified Employees and appointed by the President. The undergraduate student committee member shall be nominated by USG and appointed by the President. The graduate student committee member shall be nominated by the GSG and appointed by the President.

12.7.5 Terms of Appointment

The academic department head committee member shall serve for a two-year term. The academic faculty committee member who does not represent the Faculty Senate shall serve for a two-year term. The