

# **University Councils, Committees, and Other Advisory, Representative, or Support Bodies**

## **Membership Criteria Requirements**

### General

Each university body must create membership criteria for the group. These criteria must be approved by the group's Responsible University Official and published on the group's official site. Any changes to the membership criteria must also be approved by the Responsible University Official unless otherwise stated in the group's bylaws/constitution, and the Committee on Committee's chair must be notified to update the group's website (as applicable).

### Requirements

Each university group must include the following components in its membership criteria section:

1. The specific units/departments/divisions represented in the group
2. How members from each unit/department/division are selected
  - 2.1. Method: appointed, elected, ex-officio (by position)
  - 2.2. If appointed, then state person/group responsible for appointing
3. Membership term details
  - 3.1. Which members have term limits, and which members have standing appointments
  - 3.2. Term lengths with start/end dates
  - 3.3. Are terms staggered
  - 3.4. Are terms renewable
4. Do ex-officio members (if present) have voting rights