The general structure of college wide committees is based on one department-one vote. It is presumed that committees/board voting takes place after discussion. Therefore, it is important that each department have its vote after such discussion takes place.

If a departmental representative is unable to be present at a meeting, it is his/her responsibility to delegate another departmental representative who can participate in the discussion and voting. Proxy votes given to another member of the committee/board do not insure adequate representation of the missing members department. Therefore, voting shall involve present members and duly appointed alternates and the minutes will reflect the names of the participants.

To insure departmental awareness of this alternate arrangement, the chair of the department should be informed.