

COOKEVILLE HIGHER EDUCATION  
CAMPUS TRAFFIC APPEALS COMMITTEE

PROCEDURES

- I. NAME: CHEC Traffic Appeals Committee
- II. PURPOSE: This Committee is charged with the responsibility of deciding appeals in cases where faculty, staff or students have been cited for violation of the Cookeville Higher Education Campus (CHEC) Safety and Security Parking and Traffic Regulations.
- III. MEMBERSHIP:
- A. There shall be five committee members appointed by the Executive Director. The Committee shall consist of two faculty members, two CHEC staff members and one student member.
- B. The term of office for committee members shall be two (2) years. When a vacancy in membership occurs, the Executive Director shall appoint a successor.
- IV. OFFICERS:
- A. Chairperson – The Chairperson of the Committee shall be chosen by the Executive Director from the Committee’s membership and is eligible to serve for a period of three (3) years.
- The Chairperson shall:
1. Preside at all meetings or designate another member to preside.
  2. Prepare for distribution to the members a tentative agenda for each meeting at least five days prior to the meeting.
  3. Cause minutes to be prepared and distributed to the membership.
  4. Call special meetings when necessary.
  5. Appoint subcommittees if necessary.
  6. Inform the faculty or staff member who is appealing the citation of the Committee’s decision.
  7. Vote in case of a tie.
- B. Executive Officer –The CHEC Executive Director shall appoint a resource person to provide staff support services to the Committee.

## V. MEETINGS:

- A. The Committee will meet on an as needed basis, with a minimum of one meeting per semester. If no appeals have been submitted, the Chairperson may cancel the meeting.
- B. A Traffic Citation Appeal form shall be filed with the CHEC Office of Police.
- C. Appeals to the Committee are to be made in writing.
- D. Three committee members will constitute a quorum.
- E. Decisions of the Committee shall be made by a vote of Committee members, with the Chairperson voting to break a tie.
- F. The Chairperson shall inform the person making the appeal of the Committee's decision.
- G. Any person appealing a citation may be found "not guilty" in which case no penalty will be given.
- H. A person appealing a citation may be found "guilty" and penalized per CHEC's Parking and Traffic Regulations.
- I. In regard to all "guilty" findings, the citation will count on the aggregate total of tickets received for that semester.
- J. The Committee shall not issue any decision that will change the provisions outlined in the Parking and Traffic Regulations pertaining to suspension of driving privileges and revocation of parking permits on campus.

## VI. PARLIAMENTARY AUTHORITY:

The rules contained in the current edition of Robert's Rules of Order shall govern the Committee in all cases to which they apply.

## VII. COMMITTEE ACTION AND REVIEW:

The decision of the Committee is final and not subject to appeal.

## VIII. AMENDMENT OF PROCEDURES:

The procedures can be amended at any regular meeting of the Committee by a two-thirds vote, provided the amendment has been submitted in writing to each Committee member two (2) weeks prior to the meeting. All amendments are subject to approval of the Executive Director.

## IX. EFFECTIVE DATE:

The procedures outlined above became effective Fall Semester, 2016.