

## **Charge to the Committee on Public Events**

**(Revised 10/95, 10/97, 10/98, 5/03)**

### **General Charge**

The University Committee on Public Events, under the general guidelines for committees outlined by the President in August 1995, shall advise the President and responsible staff officers concerning the use of all University facilities and open areas of the campus for those events which can be construed by the Committee to be "public events."

### **Specific Duties**

The Committee shall make recommendations to the President on such matters as:

1. All University ceremonies, including Commencement and Baccalaureate.
2. The formulation, promotion, and assistance of other campus organizations in developing special programs that can enrich the intellectual and cultural activities on the campus.
3. The supervision of public meetings and entertainment events held on the campus.
4. Appropriate policies regarding University rooms, buildings, and open areas for public events or meetings; such facilities include, but are not limited to, Frost Amphitheater, the Inner Quad, Memorial Church, Memorial Auditorium, and the Athletic facilities and land.
5. The publication and distribution, through all available channels, of information concerning public events on campus.

### **Membership**

The Committee shall consist of thirteen (13) voting members including two members of the Academic Council nominated by the Faculty Senate Committee on Committees, two students (one graduate and one undergraduate) nominated by the ASSU Nominations Commission, and one representative each from the offices of: the Provost, Dean of Students, Public Safety, Campus/Community Relations, Athletics, Registrar, Business Development/Business Affairs, Diversity & Access, and the Stanford Events Executive Director. The Director of Public Events (who is the University staff liaison) will be an ex officio and non-voting member.

### **Length of Term**

The term of membership shall be for three years (excluding the student members, who will serve for one year), effective October 1 of the year of appointment and ending September 30 of the third year.

### **Chair**

The Chair of the Committee shall be one of the faculty members and shall be named by the University President.

### **Subcommittees**

The Committee may establish such subcommittees (e.g., the Events Advisory Group) as it finds necessary in dealing with its responsibilities; the membership of each subcommittee shall include at least one member from the parent committee, but otherwise may be drawn from any parts of the University community.

### **Meetings, Staff Support**

The Committee shall meet at least twice each quarter during the academic year. The Director of Public Events will provide staff support.

**Reporting**

The Chair of the Committee shall submit an annual report of its discussions, actions, and recommendations to the President of the University no later than August 1st of the committee year.