

These are the procedures the Campus Land Use Committee will use regarding all applications received for discussion and/or action by the Committee:

1. An application is required for all requests to use the College's property. The application should be submitted to the co-chairs well in advance of the event, installation or construction. The co-chairs may decide that the use or activity is so minor that action by the CLUC is not necessary. If so, the co-chairs can grant approval and inform the CLUC of their decision by email.
2. The CLUC can meet using email on those applications that are particularly time sensitive. However, if the email request generates lengthy email discussions and/or disagreement on the activity described in the application, the action or the activity will either be deferred to the next regularly scheduled CLUC meeting or the co-chairs will attempt to convene a special meeting of the CLUC to handle the particular request. In addition, any member can request that the email deliberations cease and call for a special meeting or to place the item on the agenda at the next regularly scheduled CLUC meeting.
3. Any item on the agenda will be considered for information only unless there is a motion to approve/reject the application and a vote is taken.