

BYLAWS OF THE UNIVERSITY CENTER POLICY BOARD

ARTICLE I: RULES OF ORDER

In all matters not covered by the constitution and bylaws, this body shall be governed by the latest edition of Robert's Rules of Order, Revised.

ARTICLE II: ORDER OF BUSINESS

The order of business shall be:

- A. Approval of Agenda
- B. Approval of Minutes
- C. Chairperson's Report (Information Items)
- D. Committee Reports (Information Items)
- E. UC Staff Reports (Information Items)
- F. Old Business (Action Items)
- G. New Business (Introduction Items)
- H. Announcements
- I. Adjournment

ARTICLE III: OFFICERS

Regular election of officers of the UCPB will be held at the first regularly scheduled meeting of the UCPB each academic year.

Section I: Chairperson

The Chairperson shall be elected from among the student members of the UCPB by a majority of the voting membership of the UCPB. Should all student members decline election, a non-student member of the UCPB will be elected by a majority of the voting membership of the UCPB. The Chairperson shall be responsible for the following duties, as well as other duties as necessary:

- 1) Prepares agendas.
- 2) Presides over all UCPB meetings.
- 3) Serves as a member of all committees.
- 4) Maintains a close working relationship with the Director of the UC and Associated Facilities.
- 5) Coordinates, in conjunction with the Director of the UC and Associated Facilities, the establishment and implementation of annual goals and objectives of the UCPB with periodic reviews and an annual summary.

Section II: Vice Chairperson

The Vice Chairperson shall be elected from among the members of the UCPB by a majority of the voting membership of the Board. The Vice Chairperson shall be responsible for the following duties, as well as other duties as necessary:

- 1) Presides over meetings in the absence of the Chair.
- 2) Takes over all responsibilities of the Chairperson in his/her absence.
- 3) Serves as the Chair of the Facilities Use and Policy Committee.
- 4) Any other duties as assigned by the Chair.

Section III: Secretary

The Director of the University Center & Associated Facilities shall provide a Secretary for the purpose of keeping minutes and maintaining the UCPB files. The Secretary shall assist the Chairperson in checking the minutes and setting up meeting agendas.

ARTICLE IV: ADDRESSING THE UCPB

The University Center Policy Board (UCPB), at the discretion of the Chairperson, may allow any person so desiring, the privilege of addressing the UCPB. If a member objects to the Chairperson's decision, a majority vote of the body shall sustain the Chairperson's decision. Any person having been granted the privilege of addressing the UCPB shall conform to, and be subject to all rules and regulations created by this body for governing the conduct of its' members.

ARTICLE V: AMENDMENTS

Amendments to these bylaws may be proposed by the UCPB whenever a majority of the present and voting membership to the UCPB deems it necessary, provided that the proposed amendment is presented in writing to the UCPB at a regular meeting, and will be voted on no sooner than the following meeting. The UCPB may approve and amend these bylaws by simple majority vote.

ARTICLE VI: REPORTING

Policy resolutions and meeting minutes, as signed by the UCPB Chairperson, will be transmitted to the Student Government Association and to the Associate Vice President for Student Development by the Director of the UC and Associated Facilities.

ARTICLE VII: MEETINGS AND VOTING PROCEDURES

Section I: Regular Meetings

The UCPB will meet at least twice during both the Fall and Spring semesters at a time and place designated by the Chairperson. A minimum of one week's public notice shall be given as to time, place and major agenda items.

Section II: Special Meetings

Special meetings may be called by the Chairperson at any time or at the request of at least three (3) UCPB members. If there is a waiver of the seven (7) day notice period by an absolute 2/3 majority of the UCPB, the meeting may occur with only two (2) days notice. Said notice shall also be sent to the Daily Cougar and the Student Government Association.

Section III: Voting

A simple majority of the total voting membership of the Board shall constitute a quorum (7 members, at least 50% of the UCPB voting membership, rounded up to the nearest whole number). Upon request by at least one member, votes will be conducted by ballot. Voting by proxy will not be permitted. The UCPB shall vote on action items during any scheduled meeting.

In addition, during times when the UCPB is unable to meet regularly (such as over the summer and winter breaks) the UCPB can conduct voting via e-mail. The same quorum shall be required, with a majority of the total voting membership of the UCPB submitting votes being required to constitute a valid vote.

ARTICLE VIII: PROCEDURE FOR TAKING ACTION

The UCPB shall only take action during the Old and New Business sections of its' meetings. The UCPB may also take limited action under Article II.A. and Article II.B. in terms of approving the agenda and minutes.

ARTICLE IX: SPECIFIC RESPONSIBILITIES OF THE UCPB

- A. Contracts. It shall be the responsibility of the UCPB to make recommendation on the content of all lease agreements made between the University of Houston and lessees of the University Center. The UCPB shall recommend a member(s) to participate in the review of contract proposals and the selection of vendors. In addition the UCPB, whenever possible shall have the opportunity to review contractors Pricing Structure, Hours of Operations and overall Financial Viability (service vs. Square Footage of contractor/service) on an annual basis. Appropriate UC staff shall represent the UCPB in the actual contract negotiations.
- B. Personnel. The UCPB shall have the opportunity to be represented on all search committees for professional and supervisory staff positions in the University Center. Final approval shall be the responsibility of the appropriate persons in the University Administration.
- C. Lease Operations. The UCPB may also make recommendations concerning UC lease operations to the Director of the University Center and Associated Facilities, with the focus and evaluation techniques used to be determined by the Director of the University Center and Associated Facilities or his/her designate.
- D. Policies and Procedures. Major changes in operating policies and procedures shall be presented to the UCPB for their review and comment.
- E. Renovation/Construction/Maintenance. Major/On-Going changes to the University Center and UC Satellite shall be presented to the UCPB for their approval and comment.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section I

At the first regularly scheduled meeting following his/her election the Chairperson shall appoint the membership for each of the standing committees and their Committee Chairperson. The UCPB Chairperson's nominees need a simple majority vote of the UCPB to be approved.

- A. Facilities Use and Policy Committee.
 - 1. This Committee will focus on the Facility Use Policy for the University Center and on the general allocation, optimization, and evaluation of space and space usage.
 - 2. This Committee shall be composed of:
 - a. A minimum of three (3) student members of the UCPB.
 - b. A minimum of one (1) non-student member of the UCPB.
 - c. The Director of the University Center and Associated Facilities or his/her designate.
- B. Lease Operations Committee

1. Through this Committee's discussion and interactions with the campus community, the lessee's in the University Center will be informed of the campus' needs and desires. The Lease Operations Committee will address the issues of pricing, service, and service evaluation. This committee will review potential lease concepts and bid specifications.
 2. This committee shall be composed of:
 - a. A minimum of three (3) student members of the UCPB.
 - b. A minimum of one (1) non-student member of the UCPB.
 - c. The Director of University Center and Associated Facilities or his/her designate.
- C. Long Term/Current Projects Planning Committee
1. This Committee will be responsible for formulating and recommending long-term goals associated with the University Center and UC Satellite facilities, and developing recommendations associated with on-going projects and initiatives.
 2. This committee shall be composed of:
 - a. A minimum of three (3) student members of the UCPB.
 - b. A minimum of one (1) non-student member of the UCPB.
 - c. The Director of University Center and Associated Facilities or his/her designate.

Section II

The Chairperson shall have the power to create such special committees as may be necessary and to reorganize or abolish existing committees with consent of the UCPB. The assignment of all special committee Chairs and members shall be made by the UCPB Chairperson and subject to the approval of the entire UCPB.

Section III

The organization of the areas of responsibility for any special committee shall be determined by the UCPB.