

# **BOOKSTORE ADVISORY COMMITTEE (BAC)**

## **BYLAWS**

### **Committee Purpose:**

This committee serves in an advisory capacity to the Executive Vice President for Administration and Finance and the Associate Vice President for Administration on all matters pertaining to bookstore services. The base purpose of the committee includes the following:

The Bookstore Advisory Committee is to work with various constituent groups, in a proactive way, to ensure there is support for future bookstore offerings and operational plans, new program initiatives, and other issues which affect satisfaction, quality, and service orientation.

### **Bookstore**

1. Serve as a conduit for the exchange of information and ideas between the University communities represented by the membership of the committee and the bookstore contractor on matters pertaining to bookstore services.
2. Provide advice and assistance regarding policy and procedures related to textbook pricing, buy-back rates and policies, and timeliness of textbook orders.
3. As needed or dictated, participate in Ad hoc, Sub Committee or Selection Committee activities of the Advisory Committee in a capacity that provides input and advice pertinent to bookstore operations.

### **Voting Members:**

Student Government Representatives (2) - appointed by Student Government Association

At-Large Student Representatives (3) - applications reviewed and selected by BAC

Faculty Members (4) - appointed by the Faculty Council

Staff Members (2) - appointed by Staff Council

### **Ex-Officio Members (Non-Voting):**

Senior Vice President for Administration and Finance or Designee

Associate Vice President for Administration or Designee

Representatives from Auxiliary Services

Representative from the Student Center and Associated Facilities

Representatives from University Bookstore Contractor

Representative from Academic Affairs

Representative from UH Libraries

Representative from Brand Management, Licensing & Trademarks

Representative from UH Athletics

**Committee Chair and Vice Chair:**

Elected annually and shall be a representative of students, faculty or staff voting members.

**Terms:**

Terms begin September 1 and end August 31 each year.

1 Student Government Representative	2 Year Term
1 Student Government Representative	1 Year Term
1 At Large Student Representative	1 Year Term
1 At Large Student Representative	1 Year Term
1 At Large Student Representative	1 Year Term
Faculty	2 Year Term
Staff	2 Year Term

**Ex-Officio Appointing Authority:**

Executive Director, Auxiliary Services

**Support for the Committee shall be provided by:**

Auxiliary Services

**Bookstore Advisory Committee Organization:**

1. The Bookstore Advisory Committee (BAC) shall organize itself during the first meeting of each academic year, electing its Chair (one year term), and Vice Chair (one year term) from among its membership.
2. Meetings must be held at least two times per semester.
3. In the absence of the Chair, the Vice Chair shall preside with the full authority of the Chair.
4. These bylaws may be amended by a two-thirds vote of the members present at any regular or special meetings of BAC, provided that proposed written amendments are presented to BAC members via the

Chair at least two weeks prior to the meeting. All amendments are subject to approval of Associate Vice President for Administration.

**Meeting schedule:**

In an academic year, the committee shall meet a minimum of two times during the Fall semester and two times during the Spring semester.

**Bookstore Advisory Committee Pre-Meeting Procedures:**

1. The Committee Chair, Vice Chair, Representatives from the Bookstore Contractor, and Auxiliary Services shall meet prior to each committee meeting to develop an agenda for the meeting.
2. BAC members shall have the right to request items to be included onto the meeting agenda for the committee to review.
3. Submission of requests:
  - a. Recommendations, proposals, or grievances regarding bookstore services shall be made by emailing [auxiliaryservices@uh.edu](mailto:auxiliaryservices@uh.edu).
  - b. Requests will be forwarded to the Chair immediately upon receipt. Chair will review and present at the agenda preparation meeting for inclusion at the next regularly scheduled meeting.
4. An agenda of items to be considered at any meeting shall be sent to both voting and non-voting members of the Committee, and appropriate administrative personnel, not less than five (5) days prior to the meeting.
5. BAC may receive and consider suggestions and/or recommendations from the general university public, and any agency of the University.
6. BAC may, by majority vote, make amendments to requests which do not essentially affect the substance of the request (e.g., changes in wording, cycling pattern). However, any substantial changes may be made only with the concurrence of the representative(s) and/or spokesperson of the Department(s) concerned, and lacking this consent, the request will be returned to the submitting agency.

**Bookstore Advisory Committee Meeting Procedures**

1. The Committee shall use Robert's Rules of Order, Newly Revised.
2. Each committee meeting shall begin with a public forum, which will allow members of the University constituency to address the committee.
  - a. The public forum procedures shall follow the same format as those of the public hearing procedures in these bylaws.
3. BAC shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.
4. BAC shall make a written report of actions taken on any item.

**Executive Session:**

The voting membership of the Bookstore Advisory Committee, through the Chairperson, shall have the authority to call executive sessions at its discretion that shall exclude the University Bookstore Contractor if deemed appropriate and necessary. This shall be judiciously performed and reasonable access to the committee for the University Bookstore Contractor shall not be unreasonably withheld.

### **Public Hearing Procedures:**

By a majority vote of the committee members, BAC may hold a public hearing for which the general public will be afforded the opportunity to address the committee; the following represents the procedures for public hearings.

1. A sign-up sheet shall be provided one-half hour prior to the hearing.
2. Speakers will be called in order from the sign-up sheet, provided that only those persons who have not yet addressed the Committee on the issues subject to hearing shall be called.
3. The BAC Chair may permit a presentation by the administration prior to calling on members of the public.
4. Unless the Committee waives its rules by a two-thirds vote, only University constituents (students, faculty, staff, and administrators) may address the Committee.
5. After each person on the sign-up sheet has spoken, the BAC Chair shall call on other persons who have not yet spoken who wish to address the Committee.
6. Each speaker shall limit his/her comments to items on the notice of the meeting.
7. All speakers shall be confined to three minutes each, except that persons providing the Committee with a group's duly authorized position on an issue may speak for up to five minutes.
8. Speakers may not yield their allotted time in order for others to extend their three minutes.
9. If a hearing is continued to another date and time, the Committee will continue the hearing by first calling speakers from the original sign-up sheet who have not yet spoken.
10. An additional sign-up sheet shall be provided one-half hour prior to the continued hearing.
11. After the completion of the original sign-up sheet, the BAC Chair shall call speakers from the new sign-up sheet in the order in which they have signed said sheet, provided that only those persons who have not yet addressed the Committee on the issues subject to hearing shall be called.
12. After each person on the sign-up sheets has been given an opportunity to speak, the BAC Chair shall call on other persons who have not yet spoken at the original or continued hearing who wish to address the Committee.
13. At the conclusion of the hearing or continued hearing, the Committee may, by majority vote, permit speakers who have already addressed the Committee at the original or continued hearing to address them again for an additional three minutes. The Chair may set a total time limit for receiving such additional comments and shall announce such limitations prior to the above-referenced vote by the Committee.
14. If the number of speakers and the time obligations of the Committee permit, the BAC Chair may announce, at the commencement of the hearing, that each speaker may have an additional specified time to address the Committee.

### **Grievances:**

All agenda items presented at Bookstore Advisory Committee meetings that entail action or resolution, shall require the University Bookstore Contractor to respond in writing, within 3-5 business days of the meeting with a plan of action that shall be submitted to the Bookstore Advisory Committee, through the Chairperson. Said action plan shall be reviewed and recommendations from the Advisory Committee shall accompany the report to the Associate Vice President for Administration for review and/or execution within 5-10 business days of receipt.

### **Reporting:**

At the end of each monthly meeting the agenda, meeting minutes, presentations (if any), and sign-in sheets shall be posted to the official committee website to support information sharing and collaboration among university committees and the community as a whole.