

BOOKSTORE ADVISORY COMMITTEE (BAC)

BY-LAWS

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. To 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. Providing advice and assistance regarding policy and procedures related to textbook pricing, buy-back rates and policies, and reviews the 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

Faculty Members (4) appointed by the Faculty Senate

Staff Members (2) appointed by Staff Council

Ex-Officio Members (Non-Voting):

Executive Vice President for Administration and Finance or Designee

Associate Vice President for Administration or Designee

Representative from Auxiliary Services

Representative from the University Center and Associated Facilities

Representatives from University Bookstore Contractor (Barnes & Noble)

Committee Chair and Vice Chair:

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

Term Limits per Appointment:

Students	1 Year Term Limit
Faculty	2 Year Term Limit
Staff	2 Year Term Limit

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 in September, electing its Chair (one year term), and Vice Chair (one year term) from among its membership.
2. Meetings must be held at least 2 times per semester. Time and place to be decided upon by committee during first meeting.
3. In the absence of the Chair, the Vice-Chair shall preside with the full authority of the Chair.
4. These By-laws may be amended by a 2/3 vote of the members present at any regular or special meeting of BAC, provided that written proposed 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:

During the academic school year the committee shall meet on the second Wednesday of each month.

Bookstore Advisory Committee Pre-Meeting Procedures:

1. The Committee Chair, Vice Chair, Representatives from the Bookstore Contractor, and Auxiliary Services shall meet prior to the committee meeting to develop an agenda for the meeting at least 2 weeks in advance.
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 on the latest BAC request form located at http://www.uh.edu/af/committees/bookstore_agenda.htm.

- b. Requests forms are submitted via online to the Auxiliary Services Customer Service Center and will be forwarded to the Chair immediately upon receipt. Chair will review and present at the agenda preparation meeting for inclusion in 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 spokesman 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 that 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 to others in order for others to expand 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 limitation for receiving such additional comments and shall announce such limitation 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.

Town Hall Meeting:

The Bookstore Advisory Committee will host a Town Hall meeting in the spring semester of every academic year. The town hall meetings will be held to present upcoming new and innovative methods for providing educational content to the campus community.

To ensure the maximum amount of participation the meetings will be held during a time mutually agreed upon by the faculty representatives on the committee. All questions from the audience will be properly recorded and answered during the town hall if time permits. IF time does not permit, the questions will be answered by the committee and posted on the official BAC website.

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 sheet shall be posted to the official committee website to support information sharing and collaboration among university committees and the community as a whole.