

**BYLAWS of the University of Houston  
Children’s Learning Centers Advisory Board**

**ARTICLE I: RULES OF ORDER**

Unless otherwise stipulated in its Constitution or Bylaws, the University of Houston Children’s Learning Centers (CLC) Advisory Board (hereafter referred to as “the Board”) shall adhere to the latest edition of Robert’s Rules of Order.

**ARTICLE II: ORDER OF BUSINESS**

The order of business shall be:

- A. Approval of Agenda
- B. Approval of Minutes
- C. Special Guests/Public Comments
- D. Chairperson’s Report
- E. Committee Reports
- F. CLC Staff Reports
- G. Old Business
- H. New Business
- I. Announcements
- J. Adjourn

**ARTICLE III: ADDRESSING THE BOARD**

The Board welcomes input from all interested parties. Interested parties should contact the Chairperson in order to secure a position on the agenda of future meetings of the Board. The Board may also invite special guests to address issues where a majority of the Board agrees that expert advice is needed.

**ARTICLE IV: AMENDMENTS**

An amendment to these bylaws may be proposed whenever a simple majority of the present and voting membership of the Board deems it necessary, provided that the proposed amendment is presented in writing to the Board at a regular meeting, and will be voted on no sooner than the following meeting. The Board may approve and amend these bylaws by a two-thirds (2/3) vote.

**ARTICLE V: REPORTING**

There shall be routine transmittal of the Board’s activities, resolutions, and recommendations to parents, teachers, and the Associate Vice President for Student Affairs and Dean of Students.

**ARTICLE VI: VOTING PROCEDURES**

The Board shall vote on action items during any scheduled meeting. At its discretion, the Board may employ electronic voting procedures.

## **ARTICLE VII: RESPONSIBILITIES OF THE BOARD**

### ***Section I: General Responsibilities***

The Board should serve in an advisory capacity to provide support and guidance to the Director of CLC. It should also serve to hear issues and concerns raised by interested parties. These issues and concerns could relate to teaching and curriculum, policy and procedures, facilities and equipment, community outreach, fiduciary responsibilities, etc.

### ***Section II: Primary Responsibilities***

At the beginning of each term, the Board will attend an orientation meeting that will include a guided tour of the CLC facility, receiving the previous year's annual report and upcoming goals from the CLC Director, and familiarizing themselves with the literature about the CLC teaching philosophy provided by the Director.

The Board will assist in the election voting process as spelled out in the Constitution.

### ***Section III: Secondary Responsibilities***

- Participate, as necessary and appropriate, in public relations with the UH Community.
- Serve as an appellate body in supporting CLC policy and procedure challenges.
- Serve as liaisons to other UH departments and services to access expertise and obtain services to assist the CLC in its mission.
- The Board shall have a representative serve on the Search Committees for the Director and other administrative positions at the CLC.
- Tour a childcare facility in the Houston area.