

FOOD SERVICE ADVISORY COMMITTEE (FSAC)

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 with regard to the University's retail and residential food/beverage program and the vending program. The base purpose of the committee includes the following:

The Food Service Advisory Committee is to work with various constituent groups, in a proactive way, to ensure there is support for future food service offerings and operational plans, new program initiatives, utilization of Cougar Cash and UH decentralized food service environments, and other issues which affect satisfaction, quality and service orientation.

Food/Beverage Program

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 food service contractor on matters pertaining to venues and locations, menu selections, hours of operation, food quality and types of services offered;
2. 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 the food service contract
3. To provide the Food Service provider with action items for review and implementation

Vending Program

1. Independent of the Food Service contract, the Committee shall provide advice and input on pricing and product selection for the campus vending providers.
2. As needed and dictated, members shall serve on Ad hoc, Sub Committee and Selection Committees pertinent to the vending contracts

Voting Members:

At Large Student Representative (1) applications reviewed and selected by FSAC

At Large Residential Student Representative (2) applications reviewed and selected by FSAC (*All applicants must live on campus. This includes residents of on-campus residence halls as well as Cambridge Oaks, Cullen Oaks, and Bayou Oaks.*)

Student Government Representatives (2) appointed by Student Government Association

Residence Halls Association (2) appointed by RHA

University Center Policy Board (2) appointed by UCPB

Faculty Members (2) 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 Residential Life and Housing

Representative from the University Center and Associated Facilities

Representatives from University Dining Services (ARAMARK)

Committee Chair and Vice Chair:

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

Term Limits per Appointment:

At-Large Representatives (General/Residential)	1 Year Term Limit
Student Government Representatives	1 Year Term Limit
Residence Halls Association Representatives	1 Year Term Limit
University Center Policy Board Representatives	1 Year Term Limit
Faculty	3 Year Term Limit
Staff	3 Year Term Limit

Ex-Officio Appointing Authority:

Executive Director, Auxiliary Services

Administrative Support for the Committee shall be provided by:

Auxiliary Services

Food Service Advisory Committee Organization:

1. The Food Service Advisory Committee (FSAC) shall organize itself in September, electing its Chair (one year term), and Vice Chair (one year term) from among its membership, and fix its time and place of meeting. (1st Friday of the month 12:00P -2:00P)
2. In the absence of the Chair, the Vice-Chair shall preside with the full authority of the Chair.
3. These By-laws may be amended by a 2/3 vote of the voting members present at any regular or special meeting of FSAC, provided that written proposed amendments are presented to FSAC members via the

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

Meeting schedule:

During the academic school year the committee shall meet on the first Friday of each month.

Food Service Advisory Committee Pre-Meeting Procedures:

1. The Committee Chair, Vice Chair, Representatives from Dining Services, and Auxiliary Services shall meet prior to the committee meeting to develop an agenda for the meeting at least 2 weeks in advance.
2. FSAC 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 food services shall be made on the latest FSAC request form located at http://www.uh.edu/af/committees/foodservice_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. FSAC may receive and consider suggestions and/or recommendations from the general university public, and any agency of the University.
6. FSAC 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.

Food Service 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. FSAC shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.
4. FSAC shall make a written report of actions taken on any item.

Executive Session:

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

Public Hearing Procedures:

By a majority vote of the committee members FSAC 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 FSAC 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 FSAC 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 FSAC 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 FSAC 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 FSAC Chair may announce, at the commencement of the hearing, that each speaker may have an additional specified time to address the Committee.

Town Hall Meetings:

The Food Services Advisory Committee will host Town Hall meetings in both the fall and spring semesters. The town hall meetings will be held in conjunction with Residential Life and Housing to present upcoming plans for the two areas along with addressing any concerns regarding the services being provided to the campus community.

To ensure the maximum amount of participation the meetings will be held during both the lunch and dinner hours for a total of 4 meetings throughout the academic year – 2 in the fall semester and 2 in the spring semester. 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 FSAC website.

Grievances:

All agenda items presented at Food Service Advisory Committee meetings that entail action or resolution, shall require the Food Service Provider to respond in writing, within 3-5 business days of the meeting with a plan of action that shall be submitted to the Food Service 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.