

# UNIVERSITY of HOUSTON

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## STAFF COUNCIL

### Meeting Etiquette

#### **Parliamentary Procedure**

Staff Council meetings follow [Robert's Rules of Order](#).

#### **Attendance Verification**

Post a comment to the meeting chat. It is the SC member's responsibility to verify their attendance records.

#### **Absences**

Notify the Parliamentarian and Staff Council Program Manager that you will be absent. Members are allowed to miss three (3) regularly scheduled meetings within the fiscal year before they will automatically lose his/her position on Staff Council. The Parliamentarian will contact members who are in danger of forfeiture by absence.

#### **Participation and Voting**

A quorum shall consist of a majority of the Members (50% + 1). Neither business nor voting shall occur at a meeting with less than a quorum.

#### **Committee Reports**

Each SC member can give a report for the University-wide committee they serve during the "University of Houston Standing Committees" report meeting portion. Council Standing Committee and Ad Hoc Committee chairs will report on their committees.