

## University of Houston-Clear Lake Planning and Budget Committee Bylaws

### 1. Membership

#### A. Voting members will consist of:

- VP for Administration and Finance
- AVP, Information Resources
- Faculty (six from the Faculty Senate, at least one from each college)
- President's office representative
- University Staff Association (USA)
- Representative Student Government Association (SGA)
- Representative academic deans
- Representative Office of the Provost
- Representative Student Services

#### B. Non-Voting members will consist of:

- Office of Institutional Effectiveness (OIE) Representative (Ex-Officio)
- Budget Office Representative (Ex-Officio)
- The secretariat for the committee will be the Office of the Vice President for Administration and Finance.

#### C. Election of Members: Committee members will be elected by a vote of the constituent body that they represent. The elected members of the PBC will be expected to serve a two-year term.

#### D. Responsibilities of Members: Elected representatives will be expected to represent the views of the constituents they represent on the committee, but should serve the best interests of the university community. Representatives are expected to keep their constituencies informed of PBC matters on a regular basis.

#### E. Resignation of Members: Any member desiring to resign from PBC will contact the Chair, who will contact the represented group to fill a vacancy.

#### F. Removal of Members: If a committee member exceeds two absences per year, the member may be replaced at the discretion of the Chair.

#### G. Alternate Voting Members: Each member will be allowed to designate an alternate to serve a full year. For members that are elected or appointed, the electing or appointing body must approve the alternate designated. The name of the alternate must be submitted to the Committee secretariat for inclusion in the membership roster in order to be recognized for voting authority. Alternates are encouraged to attend each meeting. If the electing or appointing body does not choose to appoint an alternate, one is not required.

### 2. Chair

#### A. The PBC membership will elect a chair from the committee. This chairperson must be a tenured faculty member who will receive one course release per semester. The PBC will also have an administrative vice-chair, the vice president for Administration and Finance.

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- B. Election of Chair
    - A. The PBC membership will elect a chair from the committee. This chairperson must be a tenured faculty member who will receive one course release per semester. The PBC will also have an administrative vice-chair, the Vice President for Administration and Finance.
  - C. Duties of Chair - The responsibilities of the Chair are to coordinate with the Administrative Vice Chair for:
    - Calling and scheduling meetings.
    - Setting the agenda for meetings of the committee.
    - Distributing the committee agenda and minutes prior to scheduled meetings.
    - Presiding over committee meetings.
    - Coordinating the work of the committee with other SGS committees.
    - Providing for a charge and membership selection for all sub-committees;
    - Maintaining contact with all subcommittees as an ex-officio and non- voting member.
    - Presenting monthly reports to University Council on the work of the committee.
    - Preparing and distributing annual reports on the committee to the university community.
3. Terms of Office
    - A. The chair will serve one year and be elected at the first meeting of the fall semester. The chair should have been a member of PBC for one year before serving as chair.
    - B. Committee members serve two-year terms, with half the members elected each year by their constituent groups, unless the represented group's constitution dictates otherwise.
    - C. The normal term of service in PBC is 24 consecutive months, beginning with the fall semester.
  4. Meetings
    - A. Frequency. Meetings are normally held at least once each month. The committee normally selects the schedule for the meetings at the beginning of each semester.
    - B. Specially called meetings. Special meetings may be called by the chair or by written request of a majority of committee membership.
    - C. Agendas. The agenda for each meeting will be distributed at least one week in advance of the meeting. Each committee member may submit to the Chair items for the committee agenda, prior to its distribution items on the agenda will be designated as either "informational" or "action". No item may be designated as an "action" item unless it has appeared on a previous agenda as an "informational" item.
    - D. Quorum. A majority of the voting members shall constitute a quorum.
    - E. The committee will operate under Roberts Rules of Order unless otherwise provided in the Shared Governance Policy or the Bylaws of the committee.

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5. Committee Recommendations
  - A Committee recommendations may be forwarded to the appropriate person or committee with a vote to support, a vote not to support, or a vote of "no action." A 60 percent majority of the voting committee membership will be required to forward a recommendation. All other voting within PBC will be by simple majority of all voting committee members. No proxies will be permitted. When necessary, alternative methods of voting can be provided by PBC.
  - B PBC Policy recommendation(s) will follow the shared governance recommendation process as specified in the University Shared Governance Policy.
6. Amendments to Bylaws
  - A Amendments of Bylaws Amendments to the Bylaws must be approved by a two-thirds vote of the PBC voting membership as defined in the Membership section.