

Health Center Advisory Board Bylaws

Article I: Name

The name of this organization shall be the University of Houston Health Center Advisory Board (formerly known as the University of Houston Health Center Policy Board). The Health Center Policy Board was originally created by the University of Houston Student's Association University Bill 18067 and amended by University Bills 18108, 19004, and 20009.

Article II: Object

The object of the Health Center Advisory Board shall be to advise and make recommendations to (i) the Executive Director of the University of Houston Health Center, (ii) the Assistant Vice President for Student Affairs – Health and Wellness, and (iii) the Vice Chancellor/Vice President for Student Affairs and Enrollment Services on any and all non-medical aspects of the Health Center deemed important by the members of the University endorsed Student Health Insurance Plan; and to work with the Health Center staff, the Division of Student Affairs and Enrollment Services, and other campus departments and organizations to promote and improve the services offered at the Health Center.

Article III: Members

Section 1: Members

The voting membership of the Health Center Advisory Board shall be limited to nine (9) students, two (2) faculty members, and two (2) Health Center staff members. The non-voting membership shall be limited to two (2) members, the Executive Director of the Health Center and the Assistant Vice President for Student Affairs – Health and Wellness or designee.

The term of appointment for voting members shall be for one full year beginning the first day of the fall semester.

a. Student Members

All appointed student members must be enrolled in classes at the University of Houston for the duration of their appointment to the Health Center Advisory Board and shall be subject to reappointment at the conclusion of their terms. Student members shall be selected on the basis of experience and interest in the Health Center Advisory Board.

1. The Student Body President of the Student Government Association or the designee shall serve as a Health Center Advisory Board Member for the duration of his or her term of office beginning the first Monday in April following the Student Government Association election.
2. The Student Government Association shall appoint at least (3) but not more than eight (8) student members to serve one year terms beginning the first day of classes of the fall semester. These three (3) to eight (8) student members are in addition to the Student Body President or designee.
3. With the written permission of the Student Body President or the Vice President of the Student Government Association the Health Center Advisory Board may recruit and appoint up to four (4) student members at large, provided that the total number of student members appointed by the Student Government Association and the Health Center Advisory Board does not exceed eight (8) members excluding the Student Body President. Approval of these numbers shall require a majority vote of the Health Center Advisory Board.
4. As soon as possible after the April meeting of the Health Center Advisory Board the Chairperson of the Health Center Advisory Board should send to the Student Body President and Vice President of the Student Government Association a written document of all current active Board members, a list of student position vacancies, and a request for permission for the Health Center Advisory Board to recruit and appoint up to four (4) student members at large.

b. Non-student members

1. The University of Houston Faculty Senate shall appoint two (2) faculty members to serve on the Health Center Advisory Board.
2. The Executive Director of the Health Center shall appoint one (1) or two (2) Health Center staff members to serve on the Health Center Advisory Board.

Section 2: Vacancies

- a. Student member vacancies may be filled by appointment by the Student Body President of the Student Government Association and approval of the Student Senate or by nomination and majority approval of the Health Center Advisory Board.
- b. Faculty member vacancies shall be filled by appointment by the Faculty Senate Faculty Governance Committee.
- c. Health Center staff vacancies shall be filled by appointment by the Executive Director of the Health Center.

Section 3: Expulsion of members

If any member is absent unexcused from three (3) meetings, the Health Center Advisory Board may vote to expel that member by a two-thirds (2/3) vote. The Chairperson shall notify the Student Body President of the Student Government Association, the Faculty Senate, or the Executive Director of the Health Center, as appropriate, of the Board's decision and shall request a replacement. Members to be removed must be given reasonable opportunity for a person hearing by the Health Center Advisory Board.

Article IV: Officers

Annual elections of the Health Center Advisory Board officers shall be held at the second regular meeting of the Board for the fall semester. The election shall be announced and nominations for candidates shall be taken at the first regular meeting of the Board for the fall semester. The vote shall be taken by secret ballot and facilitated by a non-voting member.

Section 1: Chairperson

The Health Center Advisory Board shall be chaired by a student member of the Board elected by majority vote.

Section 2: Vice Chairperson

A Vice Chairperson shall be elected by majority vote from among the student members of the Health Center Advisory Board to assist the Chairperson with his or her responsibilities and serve as acting Chairperson in his or her absence.

Section 3: Secretary

The Executive Director of the Health Center shall provide staff support to record and distribute minutes; to assist the Chairperson in preparing meeting agendas; and to maintain a Health Center Advisory Board file.

Article V: Meetings

Section 1: Regular Meetings

The regular meetings of the Health Center Advisory Board shall be held at least once each month from September to May inclusive unless otherwise ordered by the Board. At the conclusion of each meeting the Chairperson should announce the date and time for the next regular meeting.

The Board will normally be inactive during the summer, but shall have the option to hold regular meetings during the summer if agreed to by a two-thirds (2/3) vote of the Board by the last meeting of the spring semester.

Section 2: Special Meetings

Special meetings may be called by the Chairperson and shall be called upon the written request of three (3) voting members of the Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least two (2) days' notice shall be given.

Section 3: Quorum

Four (4) voting members of the Board shall constitute a quorum.

Section 4: Proxy votes

Voting members of the Board may grant their vote by proxy if it is submitted in writing to the Chairperson of the Board or Executive Director of the Health Center prior to the opening of the meeting. Members who expect to miss a meeting shall make every reasonable effort to submit a proxy vote for that meeting.

Article VI: Committees

Section 1: Standing Committees

All members of the Health Center Advisory Board shall be considered a committee of the whole, as it is impractical to have several subcommittees. The primary concerns to be reviewed on a regular basis by the committee of the whole are:

- a. Publicity and campus outreach
- b. Health education
- c. Evaluations, suggestions, and grievances
- d. Budget and revenue
- e. Specialty clinics
- f. Pharmacy issues
- g. Student health insurance issues

Section 2: Special Committees

The Chairperson shall have the power to create Special Committees with the majority consent of the Board. Membership for Special Committees shall not be limited to the members of the Health Center Advisory Board.

Article VII: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Health Center Advisory Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Health Center Advisory Board may adopt.

Article VIII: Amendments

These bylaws may be amended at any regular meeting of the Health Center Advisory Board by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing at a previous regular meeting.

Draft revision: 16 December 2013