

# UNIVERSITY OF HOUSTON

## COUNSELING AND PSYCHOLOGICAL SERVICES ADVISORY COMMITTEE

### BY-LAWS

#### Committee Purpose

This committee shall serve in an advisory capacity to the Director of Counseling and Psychological Services (CAPS) at the University of Houston in regards to:

1. CAPS services and support
2. CAPS strategic initiatives
3. Campus issues related to mental health

#### Committee Membership

1. Voting Members:
  - a. Three (3) student members appointed by the Student Government Association
  - b. Two (2) faculty members appointed by the Faculty Senate
  - c. Two (2) staff members appointed by the Staff Council
2. Ex-Officio Members:
  - a. Director, Counseling and Psychological Services
  - b. Assistant Vice President for Student Affairs – Student Health & Wellness
3. Committee Chair and Vice Chair:
  - a. The Committee chair shall be a student member
  - b. The Committee vice chair shall be any voting member of the committee
4. Term of Appointment:
  - a. Student members – One (1) year term
  - b. Faculty and Staff members – Two (2) year terms

#### ADVISORY COMMITTEE ORGANIZATION

1. The Counseling and Psychological Services Advisory Committee 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.
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 two-thirds (2/3) vote of the members present at any regular or special meeting of the committee, provided that written proposed amendments are presented to committee members via the Chair at least two weeks prior to the meeting.

## **MEETING SCHEDULE**

The committee shall meet a minimum of once each month.

## **ADVISORY COMMITTEE PRE-MEETING PROCEDURES**

1. The Committee Chair, Vice Chair, and Ex-Officio members shall meet or communicate prior to the committee meeting to develop an agenda.
2. Committee members shall have the right to request items to be included onto the meeting agenda for the committee to review.
3. Submissions of requests:
  - a. Recommendations and proposals regarding CAPS advancements, services and infrastructure shall be made via email.
  - b. Requests should be submitted to the Chair at least two weeks in advance of the meeting at which they are to be considered, unless time limit is waived by a majority vote of the committee members present and voting.
4. An agenda of items to be considered at any meeting shall be sent by the Committee Chair to members of the Committee, and appropriate administrative personnel not less than ten (10) days prior to the meeting.
5. The committee may receive and consider suggestions and/or recommendations from the general university public, and any agency of the University.
6. The committee may, by majority vote, make amendments to request which do not essentially affect the substance of the request (e.g., changes in wording). 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.

## **ADVISORY COMMITTEE MEETING PROCEDURES**

1. The Committee shall follow 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.
3. The committee has the authority to establish ad hoc subcommittees as needed.
4. The committee shall take a written report of actions taken on any item.

## **EXECUTIVE SESSION**

The voting members of committee, through the Chair, shall have the authority to call executive sessions at its discretion - which excludes any non-voting attendees.

## **REPORTING**

At the end of the fiscal year, the committee shall be required to submit a report of its activities; actions taken by the committee, accomplishments, and on-going projects should be included to the Vice President for Student Affairs.

## **ADVISORY COMMITTEE STRUCTURE**

1. If the work of the committee having increased to the level that efficient and judicious operation of the Committee is no longer possible in the Committee of the whole, the following subcommittee structure is established:

- a. Standing subcommittees are established to review all CAPS related issues, proposals, and projects
  - b. Each subcommittee shall be composed of members of the committee. Each subcommittee shall organize itself.
  - c. Each subcommittee of the committee shall review all proposals emanating from any of its constituencies and make recommendations, favorable or unfavorable, to the committee. Each subcommittee shall possess the power to recommend amendments, subject to the limitations on the committee itself.
  - d. The minutes of each subcommittee shall be distributed by the Committee Chair to members of the committee in advance of the meeting.
2. Representative(s) from the initiating department, school, or other appropriate agency or individual shall be able to request to attend all subcommittee meetings concerned with their proposals as well as executive sessions of committee.