

**University of Houston**  
**Cullen Performance Hall Advisory Committee**  
**BY-LAWS**

**Committee Purpose:**

This committee serves in an advisory capacity to the Senior Vice President for Administration and Finance and the Associate Vice President for Administration with regard to the University's Cullen Performance Hall. The base purpose of the committee includes the following:

The Cullen Performance Hall Advisory Committee works with campus constituent groups and the Theater director to ensure that the program and policies are in accordance with the mission of the Cullen Performance Hall. The Committee serves as a conduit for the exchange of information and ideas between the University communities represented by the membership of the Committee and the Theater on matters pertaining to programming, booking policies and procedures, rates for University student organizations and departments, and quality. Committee members also provide the feedback to the Theater Director for review and consideration.

**Voting Members:**

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

Student Government Representatives (1) appointed by Student Government Association

Student Program Board Representatives (1) appointed by Student Program Board

Faculty Members (2) appointed by the Faculty Senate

Staff Members (2) appointed by Staff Council

**Ex-Officio Members (Non-Voting):**

Cullen Theater Director

Associate Vice President for Administration or Designee

**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
Student Program Board Representatives	1 Year Term Limit
Faculty	3 Year Term Limit
Staff	3 Year Term Limit

**Ex-Officio Appointing Authority:**

Associate Vice President, Administration

**Administrative Support for the Committee shall be provided by:**

Cullen Theater Director

**Cullen Performance Hall Advisory Committee Organization:**

1. The Cullen Performance Hall Advisory Committee (CPHAC) 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. (Last Friday of the month)
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 PHAC, provided that written proposed amendments are presented to CPHAC 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 last Friday of each month.

**Cullen Performance Hall Advisory Committee Pre-Meeting Procedures:**

1. The Committee Chair, Vice Chair, and Theater Director shall meet prior to the committee meeting to develop an agenda for the meeting at least 2 weeks in advance.
2. CPHAC 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 the Theater shall be made on the latest CPHAC request form located at [http://www.uh.edu/af/docs/PHAC/phac\\_agenda.pdf](http://www.uh.edu/af/docs/PHAC/phac_agenda.pdf).

- b. Requests forms are submitted via online to the Theater and will be forwarded to the Chair upon receipt. Chair and Director 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. CPHAC may receive and consider suggestions and/or recommendations from the general university public, and any agency of the University.
6. CPHAC 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.

#### **Cullen Performance Hall 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. CPHAC shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.
4. CPHAC shall make a written report of actions taken on any item.

#### **Public Hearing Procedures:**

By a majority vote of the Committee members. CPHAC 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 CPHAC 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 CPHAC 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 CPHAC 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 CPHAC 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 CPHAC 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 Cullen Performance Hall Advisory Committee will host one Performance Hall Open House in the spring semester. The Open House will be used to highlight the year's activities and discussed plans for the up-coming year. Additionally, this event will provide a forum to address any concerns regarding the services being provided to the campus community.

### **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. In addition, an annual report will be submitted to the Faculty Senate Faculty Governance Committee so it may be included in the annual report of UH standing committees.