

**BYLAWS  
of the  
HEALTH CENTER POLICY BOARD**

**ARTICLE I: NAME**

The name of this organization shall be 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 Policy Board shall be to advise and make recommendations to the Director of the Health Center and the Vice President for Student Affairs on any and all *non-medical* aspects of the Health Center deemed important by the members of the University sponsored Student Health Insurance plan; and to work with the Health Center staff, the Division of Student Affairs, 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 Policy 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 Director of the Health Center and the Vice President for Student Affairs 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 Policy 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 Policy Board.

1. The President of the Students' Association or designee shall serve as a Policy Board member for the duration of his or her term of office beginning the first Monday in April following the Students' Association Election.
2. The Students' Association shall appoint at least four (4) but not more than eight (8) student members to serve one year terms beginning the first day of classes of the fall semester.

3. With the written permission of the SA President or SA Director of Personnel the Health Center Policy Board may recruit and appoint up to four (4) student members at large provided that the total number of student members appointed by the Students' Association and the Policy Board does not exceed eight (8) excluding the SA President. Approval of these members shall require a majority vote of the Board.
4. As soon as possible after the April meeting of the Health Center Policy Board the Chairperson of the Health Center Policy Board should send to the President and Director of Personnel of the Student's 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 Policy Board to recruit and appoint up to four (4) student members at large.

**b. Non-student members**

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

**Section 2: Vacancies**

- a. Student member vacancies may be filled by appointment by the President of the Students' Association and approval of a Student Senate Committee or by nomination and majority approval of the Health Center Policy Board.
- b. Faculty member vacancies shall be filled by appointment by the Faculty Senate Committee on Committees.
- c. Health Center Staff vacancies shall be filled by appointment by the Director of the Health Center.

**Section 3: Expulsion of members**

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

## ARTICLE IV: OFFICERS

Annual Elections of Health Center Policy 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 taken on 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 Policy 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 Board to assist the chairperson with his or her responsibilities and serve as acting Chairperson in his or her absence.

### Section 3: Secretary

The 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 Board file.

## ARTICLE V: MEETINGS

### Section 1: Regular Meetings

The regular meetings of the Health Center Policy 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 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 Policy Board shall be considered a committee of the whole since it is not practical to have several subcommittees. The primary concerns to be reviewed on a regular basis by the committee of the whole are:

- a. Evaluations, suggestions, and grievances
- b. Budget and Revenue
- c. Specialty Clinics
- d. Pharmacy Issues
- e. Student Health Insurance Program
- f. Publicity and Campus Outreach
- g. Health Education

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 Policy 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 Policy 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 Policy Board may adopt.

ARTICLE VIII: AMENDMENTS

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