University System Staff Executive Council (USSEC)  
University of Houston System  
By-Laws

• Definitions
  o Council: A staff governance association at a University of Houston System (UHS) university.
  o Functioning council: an active staff governance association at a UHS university.

• Membership
  o There can be up to four representatives from each UHS university.
  o Members are selected according to guidelines established by each university’s council. If a university does not have a functioning council, the USSEC Chair may extend an invitation to the Administration of that university to appoint representative(s). Members serve a two-year term, beginning August 1.
  o In the event that a member loses his or her term either through resignation or for another reason, that member's Council will designate a replacement representative to USSEC.
  o Ex-officio members may include staff assigned to support a UHS university council.

• Officers
  o Officers include a chairperson, chair-elect and secretary.
  o Officers serve for a one-year term beginning on September 1 of each year and ending on August 31 of the following year.
  o Chair-elect and secretary are elected by USSEC representatives at the first meeting of each year.
  o The chair and chair-elect cannot be from the same UHS university.
  o Each year, all officers shall rotate between universities.
  o As needed and appropriate, an ad-hoc position may be added by the Chair. This position shall consist of a current USSEC member.
  o A list of USSEC members and elected officers will be shared with the members of each university council no later than September 1 of each year.

• Officer Duties: Chair, Chair-Elect, Secretary, Ad-Hoc Representative
  o Chair
    • Conducts quarterly meetings, including scheduling meetings and setting meeting agendas.
    • Votes to break ties in accordance to Robert's Rules of Order.
    • Ensures that USSEC members are informed of system-wide staff issues.
    • Represents USSEC at Board of Regents meetings.
    • May represent USSEC in other UHS staff-related meetings as needed.
    • Appoints Ad-Hoc representatives as needed.
  o Chair-Elect
    • Assists chair in planning quarterly meeting agenda.
    • Facilitates USSEC meetings in the absence of the Chair.
• Assists Chair and represents USSEC in other UHS staff-related meetings as needed.
• Shall uphold the Parliamentarian duties.

  o Secretary
  • Records and distributes meeting minutes.
  • Serves as correspondence secretary for USSEC.
  • Creates and maintains a complete roster of USSEC members, which shall include names, email addresses, phone numbers, terms of office and the university they represent.
  • Responsible for reserving space for meetings.

  o Ad-Hoc Representative
  • Assumes specific responsibilities as assigned by the Chair

  • Chain of Command
  o In the event that a Chair is unable to complete his or her term, the Chair Elect will serve as replacement and complete the term, and will also serve as Chair the following year.
  o In the event that a Chair-Elect or Secretary is unable to complete his or her term, the remaining members will elect a replacement officer at the next USSEC meeting.

  • Meetings
  o Agenda items for the next USSEC meeting should be submitted to the Chair two weeks in advance of a meeting.
  o Meetings will be held each quarter
  o A quorum requires at least one representative from each campus with a functioning council, and is required when a vote is necessary.
  o Voting shall be by voice vote or show of hands unless written ballots are requested by any member.
  o Special called meetings may be held at the request of the Chair, but only when notice has been made to all USSEC members at least five working days prior to a called meeting date.
  o The Chair may cancel meetings when there are no agenda items for discussion, but a cancellation notice must be sent to all USSEC members at least five working days prior to the cancelled meeting date.
  o Meetings will be rotated between UHS university campuses.
  o Dates for quarterly meetings will be determined at the first USSEC meeting.
  o The list of meeting dates should be shared with the general membership of each council.
  o Meeting agendas will be distributed to USSEC members at least three working days prior to a scheduled meeting.
  o The Secretary is responsible for distributing meeting minutes to USSEC members no later than one week after a meeting.
  o Lunch and parking arrangements will be made by a USSEC representative (or designee) of the campus where the meeting will be held.

  • Representation
  o Each university council should report monthly 3-5 items of concern/interest being addressed on their campus to the USSEC membership.
Communications regarding USSEC business shall represent all universities and will not present any topic or item as a system-wide topic or item unless approved by USSEC.

Communications regarding decisions made without all universities being represented should clearly note the university(s) present at the time of the vote.

All requests for system-level staff representation on system-wide committees will be selected by vote at a USSEC meeting.

The Chair is the official representative and spokesperson for this organization.

This original was approved 6/17/14 with representation from all universities present.