

University System Staff Executive Council (USSEC)

University of Houston System

By-Laws

- Definitions
 - Council: A staff governance association at a University of Houston System (UHS) university.
 - Functioning council: an active staff governance association at a UHS university.
- Membership
 - There can be up to four representatives from each UHS university.
 - 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.
 - 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.
 - Ex-officio members may include staff assigned to support a UHS university council.
- Officers
 - Officers include a chairperson, chair-elect and secretary.
 - Officers serve for a one-year term beginning on September 1 of each year and ending on August 31 of the following year.
 - Chair-elect and secretary are elected by USSEC representatives at the first meeting of each year.
 - The chair and chair-elect cannot be from the same UHS university.
 - Each year, all officers shall rotate between universities.
 - As needed and appropriate, an ad-hoc position may be added by the Chair. This position shall consist of a current USSEC member.
 - 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
 - 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.
 - 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 Parliamentary duties.
 - 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.
 - Ad-Hoc Representative
 - Assumes specific responsibilities as assigned by the Chair
- Chain of Command
 - 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.
 - 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
 - Agenda items for the next USSEC meeting should be submitted to the Chair two weeks in advance of a meeting.
 - Meetings will be held each quarter
 - A quorum requires at least one representative from each campus with a functioning council, and is required when a vote is necessary.
 - Voting shall be by voice vote or show of hands unless written ballots are requested by any member.
 - 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.
 - 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.
 - Meetings will be rotated between UHS university campuses.
 - Dates for quarterly meetings will be determined at the first USSEC meeting.
 - The list of meeting dates should be shared with the general membership of each council.
 - Meeting agendas will be distributed to USSEC members at least three working days prior to a scheduled meeting.
 - The Secretary is responsible for distributing meeting minutes to USSEC members no later than one week after a meeting.
 - Lunch and parking arrangements will be made by a USSEC representative (or designee) of the campus where the meeting will be held.
- Representation
 - Each university council should report monthly 3-5 items of concern/interest being addressed on their campus to the USSEC membership.

- o 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.
- o Communications regarding decisions made without all universities being represented should clearly note the university(s) present at the time of the vote.
- o All requests for system-level staff representation on system-wide committees will be selected by vote at a USSEC meeting.
- o The Chair is the official representative and spokesperson for this organization.

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