



## UNIVERSITY SYSTEM STAFF EXECUTIVE COUNCIL CONSTITUTION

### NAME

The name of the system-wide organization to represent staff shall be University System Staff Executive Council (USSEC).

### PURPOSE

- To serve as a system-wide forum for staff to work together to find mechanisms for addressing staff issues
- To represent each UHS staff councils or associations to the Chancellor and the Board of Regents as needed
- Advise the Chancellor on issues of importance to system wide staff.
- Assist the System in the selection of staff to serve on task forces, committees, or subcommittees
- Serve as the appropriate staff body for the discussion of UHS governance
- Provide recommendations concerning UHS policies and procedures that affect staff system wide.
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### MISSION

- Support the UHS mission by recognizing staff as an integral part of the UHS
- Promote UHS staff issues through a positive and meaningful exchange of ideas
- Provide a positive collaboration between campuses concerning staff issues
- Support the need for system wide staff development

### MEMBERSHIP

Membership will be made up of four representatives from each campus, selected in accordance with guidelines established by each campus' staff council or association. Membership will be for a two-year term, beginning August 1.

### OFFICERS

Officers shall include a chairperson, chair-elect and secretary, each to be elected by the USSEC at the first meeting of the year. Chairperson and chair-elect should not be from the same campus. Elected officers shall be rotated between campuses each year. A copy of the list of members and elected officers shall be shared with the general membership of each campus' staff council or association no later than September 1.



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### OFFICER DUTIES

Chair – Conducts quarterly meetings, calls or cancels meetings as needed, ensures that the USSEC membership are informed of system-wide staff issues, represents USSEC at Board of Regents meetings, and may represent USSEC in other UHS staff-related meetings as needed.

Chair Elect – Assists chair in planning quarterly meeting agenda, and assists the Chair and represents USSEC in other UHS staff-related meetings as needed.

Secretary – Takes minutes, and serves as correspondence secretary for USSEC. Secretary is also responsible for reserving space for meetings.

### TERMS OF OFFICE

Chair will serve as chair for one year. In the event that the chair cannot complete his/her term, the chair elect will accede to the chair position, and the USSEC membership will select a new chair elect.

Chair Elect serves as chair elect for one year and then assumes the chair position the following year unless required to do so earlier by a vacancy of the chair position.

Secretary serves a one-year term.

### MEETINGS

USSEC will meet quarterly, rotating meeting locations between campuses. Scheduled dates for quarterly meetings will be decided at the first meeting in August. The list of meeting dates shall be shared with the general membership of each campus' staff council or association no later than September 1. USSEC meeting will be held at least one month prior to a scheduled Board of Regents meeting. Meeting agenda shall be distributed to the USSEC membership at least 3 working days prior to the meeting. Minutes shall be distributed to the USSEC membership no later than one week after the meeting. Meetings may be cancelled by the Chair when there are no agenda items for discussion, and special call meetings may be scheduled by the Chair if needed, provided notice has been made to all USSEC members at least 5 working days prior to the cancelled or called meeting date.

### REPRESENTATION

USSEC shall represent all campuses and will not present any topic or item as a system-wide topic or item unless approved by all campuses.

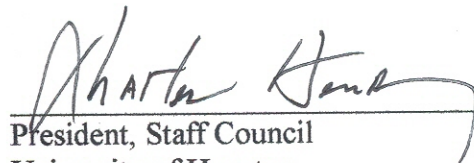
All requests for system-level staff representation on system-wide committees will be shared with the entire USSEC membership, and representatives shall be selected by the entire membership.

### VOTING

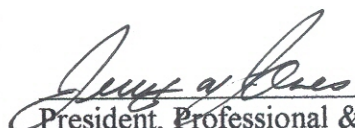
USSEC shall be made up of 16 members (4 from each campus); however for voting purposes each campus will have 1 vote. Every effort should be made of resolution of issues to unanimous conclusion. In the event of an unresolvable tie, the Chair will cast the 5<sup>th</sup> and final vote.

UNIVERSITY SYSTEM STAFF EXECUTIVE COUNCIL  
CONSTITUTION


ACCEPTED AND APPROVED:

  
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President, Staff Council  
University of Houston

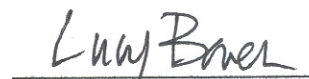
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Date

  
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President, Professional & Administrative Staff Assoc.  
University of Houston Clear Lake

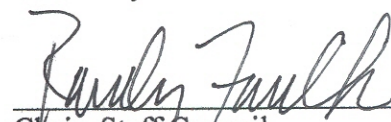
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President, Support Staff Association  
University of Houston Clear Lake

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President, Staff Council  
University of Houston-Downtown

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Date

  
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Chair, Staff Council  
University of Houston-Victoria

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