

1. Header

- Committee/Subcommittee name: Planning and Budget Committee
- Reporting To responsibilities: Reports to University Council

2. Charge:

The Planning and Budget Committee (PBC) shall have the responsibility for oversight of all university-wide planning and budgeting activities as well as oversight of university assessment and fundraising. The PBC will review and recommend to University Council the various plans and their associated resource needs. The university president is the final authority on all such matters. Specifically, the responsibilities of the PBC are listed below:

- Oversight of University-wide financial planning
- Oversight of University-wide budgeting and appropriate post-audits of budgets and initiatives
- Oversight of university assessment
- Oversight of university fundraising

3. Membership:

The Planning and Budgeting Committee (PBC) shall have representatives of the administration, faculty, staff, library, and students. The PBC will have a Chair and an administrative vice-chair. The elected members of the PBC will be expected to serve a two-year term. The PBC voting membership is as follows

- Voting Members: It is recognized that a "Vote" is a demonstration of support or non-support for an item before the Committee/Subcommittee. It is not intended to be a gate through which items not supported by the members do not pass.
  - i.Chair: The Chairperson must be a tenured faculty member, who will receive one course release per semester.
  - ii.Vice Chair: The Vice Chair will be the Director for the Office of Planning and Budget
  - iii.Members
    - 1. Division Administrative Representative, selected by the President or Vice President of each Division.
      - a. Office of the President
      - b. Academic Affairs
      - c. Administration and Finance
      - d. Student Affairs
      - e. Strategic Enrollment Management
      - f. University Advancement
    - 2. Faculty, there will be 6 faculty members, selected by Faculty Senate, with at least one from each College.
    - 3. University Staff Association, there will be two staff members, selected by the University Staff Association (USA).
    - 4. Student Government Association, there will be one student selected by the University Student Government Association (SGA)
- Non-Voting Members:
  - i.Ex-Officio: The PBC can invite any subject-matter expert to participate in meetings without casting votes.
- Selection of Chair/Vice Chair

- i. The Chair will be voted in by a simple majority of all permanent members.
  - ii. The Vice Chair will be appointed based on holding the title as identified for the Vice Chair
- Duties of Chair and Vice Chair
  - i. The Chair will coordinate with the Vice Chair on all items. The Chair is responsible for the following monthly events:
    1. Calling and scheduling meetings
    2. Setting the agenda for meetings
    3. Distributing the agenda prior to scheduled meetings
    4. Presiding over committee meetings
    5. Providing a charge and membership selection for all sub-committees
    6. Maintaining contact with all subcommittees as an Ex-Officio of those subcommittees
    7. Ensuring monthly reports to the Committee for all subcommittees
    8. Reviewing and distributing prior meeting notes prior to each meeting
    9. Preparing and distributing an annual report on the committee to the University community.
- Responsibilities of Members
  - i. To attend all meetings, in person when possible, virtually when not possible.
  - ii. To notify the Chair when they cannot attend that their Alternate will attend for them.
  - iii. To represent the views of the constituents they represent on the committee, but should serve the best interests of the university community.
  - iv. Representatives are expected to keep their constituencies informed of committee/subcommittee matters on a regular basis.
- Resignation of Members
  - i. Any member desiring to resign from the committee/subcommittee will contact the Chair, who will contact the represented group to fill the vacancy.
- Removal of Members
  - i. If a committee/subcommittee member exceeds two absences per year, the member may be replaced at the discretion of the Chair.
- Alternate member voting rights
  - i. Each member will be allowed to designate an alternate to serve a full year. For members that are elected or appointed, the electing or appointing body must approve the alternate designated. The name of the alternate must be submitted to the Committee administrative support person for inclusion in the membership roster in order to be recognized for voting authority. Alternates are encouraged to attend each meeting. If the electing or appointing body does not choose to appoint an alternate, one is not required.
- Terms of Office

- i. The chair will serve one year and be elected at a meeting of the spring semester. The chair should have been a member of the Committee/Subcommittee for one year before serving as chair.
- ii. Committee members serve two-year terms, with half the members elected each year by their constituent groups, unless the represented group's constitution dictates otherwise.
- iii. The normal term of service in Shared Governance primary committees is 24 consecutive months, beginning with the fall semester.

#### 4. Meetings

- Frequency
  - i. Meetings are normally held at least once each month. The committee normally selects the schedule for the meetings at the beginning of each semester. For primary committees, it is preferable that they schedule their monthly meeting in the first two weeks of the month, in order to then submit agenda items to University Council, which meets at the end of the month.
- Special Meetings
  - i. Special meetings may be called by the chair or by written request of a majority of committee membership.
- Meeting rules
  - i. The committee will operate under Roberts Rules of Order unless otherwise provided in the Shared Governance Policy or the Bylaws of the committee.
- Agendas
  - i. The agenda for each meeting will be distributed at least one week in advance of the meeting. Each committee member may submit to the Chair items for the committee agenda, prior to its distribution items on the agenda will be designated as either "informational" or "action". The Chair may re-designate any time submitted as an "action" item if it has appeared on a previous agenda as an "informational" item.
- Quorum
  - i. A simple majority of the voting members shall constitute a quorum
- Meeting Notes
  - i. The Vice President for Administration and Finance will appoint administrative support for each of the below listed Shared Governance Committee/Subcommittees.
  - ii. The Administrative Support will be responsible for taking notes on a copy of the agenda, collecting all presented materials, and collating these notes and documents into a single Monthly Meeting Notes document to be reviewed by the Chair
  - iii. Following the approval of the Monthly Meeting Notes, they are responsible to submit the approved notes for publication to the UHCL Shared Governance web page.
  - iv. Supported Shared Governance Committees/Subcommittees:
    - 1. University Life Committee
    - 2. Planning and Budget Committee
    - 3. Facilities Support Services Committee

- a. Space Allocation and Utilization Subcommittee
- b. Parking and Traffic Safety Subcommittee
- c. Environmental Health and Safety Subcommittee
- v. The following committees will be supported by the Sr. Vice President for Academic Affairs/Provost
  - 1. Academic Council

5. Subcommittees:

- The Committee Chair, Vice Chair, or any committee member may recommend the formation of subcommittees. Each Subcommittee must have the following:
  - i. Have a chair selected by the primary committee membership;
  - ii. Have a defined charge, name, and mechanism for membership selection; and
  - iii. Report to primary Committee
- Any subcommittee recommendation must pass through primary committee as follows.
  - i. Subcommittee develops proposal and presents a first reading to primary committee allowing members to take the proposal to their respective constituencies.
  - ii. Primary committee votes on the proposal at the second reading.
- The following subcommittees are permanent standing committees of PBC, established to address PBC's specific responsibilities
  - i. None

6. Recommendations

- Committee/Subcommittee recommendations may be forwarded to the appropriate person or committee with a vote to support, a vote not to support, or a vote of "no action." No proxies will be permitted. When necessary, alternative methods of voting can be provided by the Chair.

7. Amendments to the Bylaws

- Amendments to the Bylaws must be approved by a vote of the Committee/Subcommittee voting membership as defined in the Membership section.