

**The University of Houston
The Food Services Advisory Committee
Bylaws**

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Title I: The Food Service Advisory Committee

Article I: Committee Purpose

This committee serves in an advisory capacity to the Senior Vice President for Administration and Finance and the Associate Vice President for Administration with regard to the University's residential and retail food/beverage program and the vending program. The base purpose of the committee includes the following:

The Food Service Advisory Committee is to work with various constituent groups, in a proactive way, to ensure there is support for future food service offerings and operational plans, new program initiatives, utilization of Cougar Cash and UH decentralized food service environments, and other issues which affect satisfaction, quality, and customer service orientation.

Article II: Voting Members

At Large Student Representative (1) applications reviewed and selected by FSAC (must be commuter student). In the event that a commuter student does not apply, this position may be offered to a residential student.

At Large Residential Student Representative (1) applications reviewed and selected by FSAC (*All applicants must live on campus. This includes residents of on-campus residence halls as well as Cambridge Oaks, Cullen Oaks, and Bayou Oaks.*)

Student Government Representatives (2) appointed by Student Government Association

Residence Halls Association (2) appointed by RHA

Student Center Policy Board (2) appointed by SCPB

Faculty Members (2) appointed by the Faculty Senate

Staff Members (2) appointed by Staff Council

Article III: Ex-Officio Members (Non-Voting)

President Student Government Association

Vice President Student Government Association

Executive Director for Auxiliary Services

Associate Vice President for Administration or Designee

Representative from Auxiliary Services

Representative from Student Housing & Residential Life

Representative from the Student Centers

Representatives from University Food Service Provider

Article IV: Ex-Officio Appointing Authority

Executive Director, Auxiliary Services

Article V: Terms

Student terms will begin at the time of their appointment from their representative body and end on the beginning of August each year.

Article VI: Term Limits Per Appointment

At-Large Representatives (General/Residential)	2 Year Term Limit
2 Student Government Representatives	1 Year Term Limit
2 Residence Hall Association Representatives	1 Year Term Limit
2 Student Center Policy Board Representatives	1 Year Term Limit
Faculty	3 Year Term Limit
Staff	3 Year Term Limit

Article VII: Committee Chair and Vice Chair Responsibilities

A Chairperson and Vice Chairperson shall be elected to serve a one-year term amongst the student members of the Food Service Advisory Committee by a majority of the voting membership. Should no student member wish to serve in the position, a non-student member may be voted upon by the committee.

In the event that the Chairperson does not have a voting position within the Food Services Advisory Committee, by the beginning of the next term, then the Chairperson will take the role of a vacant at large member.

The Chairperson shall be responsible for the following duties, and any other duties deemed necessary by the committee:

1. Prepare agendas along with the appropriate Auxiliary Services Representatives.
2. Preside over all Food Service Advisory Committee meetings.
3. Maintain a close working relationship with Auxiliary Services and the food service contractor.
4. Reschedule meeting times if foreseen or unforeseen predicaments occur.
5. Establish annual goals, objectives, and prepare an annual report for the Food Service Advisory Committee.
6. Ensure committee is following standing university committee rules and regulations.
7. At the beginning of each academic year, the Committee shall be presented with a list of key committee activities (including meal plan development schedule, proposed town hall dates, and Board meetings).

8. Committee chair shall ensure that the committee follows a formal process which includes calling a meeting to order, gaining approval for prior meeting minutes, and eliciting formal votes when applicable, and adjourning the meeting.

The Vice Chairperson shall be responsible for the following duties, and any other duties deemed necessary by the committee:

1. Preside over meetings in the absence of the Chair.
2. Take over responsibilities of the Chair in his/her absence.
3. Perform any other duties assigned by the Chair.

Article VIII: Food Service Advisory Committee Organization

1. The Food Service Advisory Committee (FSAC) shall organize itself in September, electing its Chair and Vice Chair from among its membership.
2. These By-laws may be amended by a 2/3 vote of the voting members present at any regular or special meeting of FSAC, provided that written proposed amendments are presented to FSAC members via the Chair at least two weeks prior to the meeting. A quorum is defined as six or more voting members present, as long as at least four of those present are students.

Article IX: Committee Responsibilities

1. Members are expected to attend all meetings. If a member is absent from two meetings, they may be removed from the committee.
2. Meetings shall be open to all members of the university constituency. Meeting guests should not be allowed to engage in discussion during the meeting after the designated open forum time.
3. Meeting minutes should reflect any action(s) taken by the Committee.
4. Food Service Advisory Committee members will be responsible for participating in a formal evaluation of food and vending operations, as part of their committee service.

Article X: Food Service Advisory Committee Pre-Meeting Procedures

1. The Committee Chair, Vice Chair, and Auxiliary Services shall meet prior to the committee meeting to develop an agenda for the meeting in advance.
2. FSAC members shall have the right to request items to be included onto the meeting agenda for the committee to review.
3. The Auxiliary Services Program Director shall compile recommendations, proposals, or grievances regarding food services for Committee review.
4. An agenda of items to be considered at any meeting shall be sent to both voting and non-voting members of the Committee, and appropriate administrative personnel not less than 24 hours prior to the meeting.

Article XI: Email Voting

In the event that a recommendation must be voted upon outside a regularly scheduled meeting time or for a time sensitive matter, the Food Service Advisory Committee, at the discretion of the Chair, may conduct voting via email. E-votes may be casted before the given deadline or the member's vote is noted as a non-vote. Standard quorum will be recognized.

Article XII: Meeting Schedule

During the academic year the committee shall meet on the first Friday of each month.

Article XIII: Establishment of Subcommittees

FSAC shall be privileged to establish ad hoc subcommittees as deemed advisable under the discretion of the Chairperson, the request of the Food Services Provider, or as requested by constituents.

Article XIV: Administrative Support

Administrative support for the Committee shall be provided by Auxiliary Services.

Meeting organizer will send the committee a meeting reminder at least one week in advance. Ensure that the committee follows a formal process of establishing quorum and ensuring quorum is met.

Article XV: Food/Beverage Program

1. To serve as a conduit for the exchange of information and ideas between the University communities represented by the membership of the committee, and the food service contractor on matters pertaining to venues and locations, menu selections, hours of operation, food quality and types of services offered;
2. As needed or dictated participate in Ad hoc, Sub Committee or Selection Committee activities of the Advisory Committee in a capacity that provides input and advice pertinent to the food service contract
3. To provide the Food Service provider with action items for review and implementation
4. To review monthly reports provided by the food service operator, including: meal plan usage for all plans, secret shopper, budget, purchasing (e.g., food costs per facility), sustainable purchasing, and other contractually obligated and requested reports.

Article XVI: Vending Program

1. Independent of the Food Service contract, the Committee shall provide advice and input on pricing and product selection for the campus vending providers.
2. As needed and dictated, members shall serve on Ad hoc, Sub Committee and Selection Committees pertinent to the vending contracts.
3. To review monthly reports provided by the operators.

Article XVII: Items Requiring Action by Food Service/Vending Providers

All agenda items presented at Food Service Advisory Committee meetings that entail action or resolution, shall require the Food Service Provider to with a plan of action that shall be submitted to the Food Service Advisory Committee by the following committee meeting. Said action plan shall be reviewed and recommendations from the Advisory Committee shall accompany the report to the Associate Vice President for Administration for review and/or execution within 5-10 business days of receipt.

Article XVIII: Changes to Food and Beverage Contracts

The Chair and Vice Chair of the Food Service Advisory Committee or their designees and the Student Government Association President should be engaged in the selection process for new vendors related to these contracts. Additionally, the Food Service Advisory Committee and the Student Government Association President should be apprised of any changes prior to execution of these agreements, including discussion of changes and presentation of term sheets. This includes presentation of final contract documents and amendments.

Article XIX: Committee Role in Meal Plan Development

One of the committee's important roles is the review and approval of meal plan recommendations for the upcoming academic year. In the event that the creation of a new meal plan was deemed necessary, the committee will review presentations of assumptions, models considered, reasoning in the development of such plans, and the potential impact to auxiliary services. The process to vote on the meal plan must occur in the Fall, once the meal plans have been finalized.

Article XX: Financial Transparency Responsibility

In the Fall semester, Auxiliary Services will present a report regarding the financial performance of its food service and vending contracts from the prior fiscal year, including revenues, expenses, fund balance, overall performance, and plans for future use of any balances.

Article XXI: Town Hall Meetings

The Food Services Advisory Committee will host Town Hall meetings in the fall and spring semesters. The town hall meetings should address any concerns regarding the food and beverage services being provided to the campus community and inform students of any changes made by dining services.

To ensure the maximum amount of participation the meetings will be held during both the lunch and dinner hours for a total of 2 meetings in the spring semester. All questions from the audience will be properly recorded and answered during the town hall if time permits. If time does not permit, the questions will be answered by the committee and posted on the official FSAC website.

Article XXII: Executive Session

The voting membership of the Food Service Advisory Committee, through the Chairperson, shall have the authority to call executive sessions at its discretion that shall exclude the Food Service Providers and all university constituency if deemed appropriate and necessary. This shall be judiciously performed and reasonable access to the committee for the Food Service Providers shall not be unreasonably withheld.

Article XXIII: Reporting

At the end of each monthly meeting, the agenda and meeting minutes, shall be posted to the official committee website in order to support transparency and collaboration among university committees and the community as a whole.