

These minutes were approved at the October 2006 Meeting.

MINUTES
EMPLOYEE ADVISORY COUNCIL
July 27-28, 2006

PRESENT: Mary Avitia, Greg Bateson, Claudette Clay, David Casillus, Olga Garcia, Teresa Garcia, Sandee Goertzen, Juan Miguel Gonzalez, William Hinton, Diana Hottle, Debra Linzer, Melanie Loving, Karen Martinez, Cynthia Orth, Jana Pankratz, Rochelle Pena, Pamela Pipes, Velinda Reyes, Randolph Scott, Janice Smith, Nancy Sutherland, Ann Tate, Brigitte Tolson, Janis Walkup, Erin Waneck, Venetta Williams, Glen Worley

VISITORS: Kathy Mayes, Dan Stewart

WELCOME/COMMENTS:

Chair Ann Tate called the meeting to order. She announced that we will not be breaking out into committee session this afternoon, we will be having an open session.

MINUTES

The March, 2006 minutes were amended to correct the entry under component round tables for U. T. Brownsville. A motion was made and seconded to approve the minutes as amended. The motion passed.

GUEST SPEAKERS

John De la Garza, Director of Business Relations, Office of External Relations at U. T. System spoke to the representatives about the new President's Volunteer Service Awards Project that is being initiated at System to be brought to the institutions beginning in September. It is a way to keep track of volunteer hours that employees donate and work toward awards. The system launch will be September 18th and they have a web site that we can refer to called "PresidentialServiceAwards.gov" then there are links from that page to other pages. It will be based on the honor system and the web site will be operated by Points of Light. Anyone participating can go to the web site and log in their hours toward the awards. The awards will be given out on an annual basis, and they will be handled by the campus in whichever way they choose. Each institution may handle their awards differently.

Angela Osborne then spoke to the representatives about the new Retirement Program. She had spoken to the EAC about a year ago when the new program was being

implemented and now she updated the representatives on the program. One of the points of the plan is that instead of going directly to the vendor, now you can go get information before you go to your provider.

There will be a general education communication piece effective January 1, 2007. Some of the former vendors will not be included as they reduced the number of providers to only six instead of the large group that they used to work with.

There will be a quarterly newsletter put out to everyone via email. Teasers will start coming soon and there will also be more retirement meetings on campus. In October, there will be a total compensation packet sent out for everyone and you will be able to elect your retirement information on the benefit site when we make insurance elections next year.

The meeting was adjourned until after lunch.

EAC BUDGET REVIEW

The meeting was called back to order and the Chair Ann Tate began discussing the budget for the EAC. There is no breakdown because System doesn't have the detail on the budget. So, we don't know what was spent for hotel, meals, etc.

We will be having the same amount for the budget next year.

UPDATE ON LEGISLATIVE ISSUES

Dan brought us up to date on the Legislative issues. There has been some talk about the TRS and ERS being combined for one large group. It doesn't look like that's going to happen because of the different types of employees that subscribe to these retirement systems.

There are basically no benefit changes. We will have one more year of the HMO. The committee is looking at alternatives, whatever that might be.

As the Legislative session approaches, we have to be prepared for alternatives. We are not getting as much money from the Legislature, so we have to do one of the following three: increase premiums, change plan design, or a combination of the two

For employees that use the most insurance for health problems, they are being encouraged to make life style changes and use of wellness programs.

There will be a Benefit Statement coming out to the employees and it will show the total package, including what is truly being paid by the State of Texas, for their benefits.

Long term care and disability programs will stay the same. There is also a major push to get more people to participate in the U.T.Flex.

OPEN DISCUSSION

The Chair opened the discussion by giving a brief synopsis of the Executive Committee's discussion.

One of items brought forward for discussion concerned the option of having four meetings instead of three meetings. There was discussion about the possibility of also having meetings one half day and then all the next day so that there would only be one night hotel stay. There was also discussion about the travel time for some of the representatives that live further away. Unfortunately, not having the budget details at this time no decisions could be made regarding any changes to the meetings days/times.

Another item the Executive Committee discussed was removing the standing committees from the Guidelines and having only ad hoc committees which are issue driven. A question arose about how to appoint members to the committees. The Council would meet as a committee of the whole until the issues are decided. If you are passionate about a topic you will be more interested in participating in a special issue committee about a specific topic. The term dates for the representatives also need to be taken into consideration as to which committee a representative participates in.

There was also discussion about the alternates being more of a part of the EAC. We need to make sure the alternates are kept up to date

The representatives need to go back and meet with different groups, including the President after the meetings to let the staff members know what the EAC is doing.

The Executive Committee will pick the issues before the October meeting so that we can hit the ground running at the October meeting.

The Chairs of the Issues Committees will be appointed by the Chair of the EAC. The Chair would appoint a person that he/she feels will do a good job directing that committee.

A recommendation was made that the Chairs of the ad hoc committees be made by the Chair of the EAC. The Chair can also remove a chair if that person is not doing a good job.

There are System wide vs. institutional issues, some from academic and some from health institutions. It really doesn't matter where the issue is coming from if it is an issue that EAC agrees to address.

When we have a speaker, we have to make sure the people that come to the EAC meetings not leave with the feelings that the EAC agrees or disagrees with what they said or presented. We need to make sure they know that we will respond as a group as soon as possible after the day of the presentation or request.

The four goals that were brought forth from the Executive Committee were:

1. To increase active participation and involvement
2. To become better/more responsive to questions and needs of the institutions and the Board of Regents
3. To better utilize the EAC's time together
4. To become an issue driver committee

Discussion ensued on the direction of the EAC. Some points raised were:

- The Policy Committee needs to spend their time to review the guidelines to decide what they should look like if all the committees are taken out and what is involved throughout the guidelines if the committees are removed.
- The first meeting of the year could have a brief session at the beginning to introduce each other.
- The options for the communications would be a possible officer, or leave the communications committee as is. One of the responsibilities of the Communications Committee has been maintenance of the EAC web site. Discussion ensued about the possibility of having a System office that would take over the responsibility of the EAC web site since we have problems with continuity of representatives that are capable of updating it. Although Dan indicated that resources are a problem for System offices, Jana Pankratz volunteered that her office will keep the web site up to date. Even though her term is expiring, she has agreed to continue to update the web site. We just need to send the appropriate information to her and she will make sure it is updated.

- It was also suggested that when the elections for the chair of the EAC take place, the nominees should be encouraged to indicate what their interests are in the EAC and their vision for the EAC; i.e., their platform and vision. We would then be voting not only for a person, but for their vision of the EAC which would then make the Chair accountable. The Chair candidate would also indicate who they would think would make a good Chair of an ad hoc committee.

A recommendation was to pick the Chair of the Communications committee who might also be the web master.

A comment was made that if we do that, it will give that one person a lot of power. However, if the person in the Chair position isn't doing what they said they would do, we also have recourse.

The Chair then reviewed the previous discussions and made the following points that she had heard from the representatives which included: removing the standing committees, allowing the committee chairs to be appointed by the EAC chair, then having a process so that the issues are tackled by the Executive Committee into the full EAC.

Issues are given to the Chair but reviewed by the Executive Committee.

The meeting was adjourned for the first day.

Friday, July 29, 2006

The meeting was called back to order by the Chair, Ann Tate.

She indicated that the agenda has been changed and the only committee that met was the Policy Committee. They had worked on the revision to the guidelines and they were handed out to the EAC representatives. The committee thanked Jana Pankratz who did the actual typing of the revisions. William Hinton led the group through the entire document since the revisions actually applied to the entire guidelines.

There was further discussion about how the ad hoc committees would be chosen. It was recommended that they be based on the input from the membership and the consultation of the Chair with the Executive Committee.

A motion was made to amend section D.2. by adding "and input from the membership". The motion was seconded and the motion to amend the document passed.

A motion was made to approve the document as amended. The motion was seconded and it passed.

The revised guidelines are attached to these minutes as an appendix.

A recommendation was made that a process be developed for the solicitation of issues. This would not be apart of the bylaws but a document that the membership would be aware of.

U. T. Austin has a procedure in place for handling issues and a copy of that document was passed around. UTHSC-Houston and UTD also talked about their processes for handling suggestions.

A suggestion was made that this process be given to one of the ad hoc committees to bring forward a recommended procedure.

Another recommendation was the possibility of using a software program called sharepoint which is a web based program for the issues that everyone could have permission to view and we could use this for looking at documents that will be on the agenda. Jana volunteered to look into the possibility of using this procedure for the EAC.

It was recommended that a mechanism be proposed for the issues that to be handled by an ad hoc committee that will be put in place by the new chair. It was decided to have the elections and then this will be discussed after the elections.

NEW MEMBERS:

The new member list will be out as soon as possible, once Kathy has all the names

TRAVEL MEETINGS FOR 2007

U. T. Brownsville has invited us to their institution for a meeting, perhaps October. U. T. Southwestern has offered to host the March meeting.

BOARD OF REGENTS

The meeting is scheduled for the first part of November and the representatives need to talk about what is presented to the Board. We could talk to the Regents about what we have been doing. We could also talk about the volunteerism and the retirement plan that was presented to us. The Executive Committee would like feedback from the representatives about the presentations.

It was requested that some input be given about the strategic planning not including the non faculty personnel.

The Strategic Planning document will be sent out to the entire EAC for review.

A recommendation was made that we write a letter to Dr. Malandra and include in this letter a statement that reflects that these are the comments that we made and that we feel are important but not reflected in this document. Important for the UT System and the BOARD to deal with these issues in the future and we do not see these issues are not incorporated in to this plan. The real issue is that the people we represent should be included in the plan. Dr. Malandra is scheduled to present this document to the BOR at the August meeting, so our time is short. The document cannot be changed at this point, however, Dr. Malandra could get our letter and then mention it to the Regents at their meeting.

A motion was made "to review the document and every one send to the new Chair their comments by August 3rd". The motion was seconded and it passed. The Chair will send a letter to Dr. Malandra before her presentation to the BOR so she could then mention that some things were inadvertently left out.

ELECTIONS:

The duties of the officers were handed out and the Chair, Ann Tate turned the election process over to the Vice Chair, William Hinton for the election of the position of Chair.

CHAIR:

Mr. Hinton opened the elections and asked if there were any further nominations from the floor of the position of Chair. No further nominations were brought forth. The nominees for Chair are: Ann Tate and Glen Worley. Each candidates had an opportunity to give a brief statement and after that the vote was taken. Ann Tate was elected.

VICE CHAIR:

Nominees for the position of Vice Chair were, Teresa Garcia, Melanie Loving, Michael Swindle and Glen Worley. Nominations were closed and the voting took place after each candidates gave their brief statements. Glen Worley was elected.

SECRETARY:

The only nominee for the position of Secretary was Sandee Goertzen. There being no other nominations, Sandee was elected by acclamation.

HISTORIAN:

Nominees for the position of Historian were: Teresa Garcia and Melanie Loving. After brief statements by the candidates the vote was taken. Melanie Loving was elected.

OTHER BUSINESS:

Nancy Sutherland reported on the basic information on the UT System / International SOS traveler assistance program. Nancy asked EAC members to help spread the word about the service at their campus noting that institutional travel departments and risk management offices can provide more in-depth information.

International SOS is a comprehensive, medical and security response organization that provides international assistance services to leading multinational corporations, financial institutions, government organizations and institutions of higher education. SOS is on call 24 hours a day, 365 days a year managing a wide range of requests -- from lost passports and physician referrals to complex medical and security evacuations. International SOS services are available to all University of Texas employees and students who are traveling on university business or a UT sponsored trip.

Juan Gonzalez thanked Dan for his help in the Management Leadership Conference that U. T. Brownsville just completed on campus

Glen suggested that before the October Meeting, each person complete a bio form before the meeting. Ann stated that there would be a template and it will be emailed out to everyone to have them complete it before the meeting.

Meeting dates/times were discussed, but the vote for four meetings a year will have to wait until we have more information on the budget. Also discussed was the possibility of

moving to one half day on and a full day on the second day. The Chair indicated that we could already do that, since we aren't bound by the bylaws and what they say. It just depends on the schedule of the rooms and hotels that are available.

Teresa Garcia reported that their institution is giving a waiver of designated fees for their staff. The Information Technology program has looked into assisting their physical plant staff access to computers and they are also putting up kiosks on campus for their use.

Olga Garcia asked a question about limiting speakers at host institutions. The Chair indicated that we have to allow the host institutions to talk about their institutions, since they are paying for our meeting.

Dan indicated that at the next meeting in Austin he and his wife would like to host everyone at their ranch.

FAREWELL TO OUTGOING MEMBERS

Dan thanked everyone for all they do for the Employee Advisory Council. Kathy Mayes passed out certificates for all the members.

Dan also presented a plaque to Ann Tate, for serving as Chair for the past year.

Ann thanked Dan for the support and guidance and noted that his insight into the Board of Regents and U. T. system is invaluable. Ann also gave Kathy a gift in thanks on behalf of the EAC. All the outgoing members were acknowledged and thanked for their contributions.

There being no further business the meeting was adjourned.

Respectfully Submitted

Sandra K. Goertzen
Secretary

ORGANIZATIONAL GUIDELINES

The University of Texas System Employee Advisory Council

Adopted March 25, 2004

Article I: Identification

Section A: Name and Nature.

The name of this organization is The University of Texas System Employee Advisory Council (hereinafter "EAC"). It is created pursuant to the Rules and Regulations of the Board of Regents of The University of Texas System (hereinafter "U. T. System"). It is advisory in nature and intended to be representative of staff of the component institutions of U. T. System and System Administration.

Section B: Purpose and Function.

Members of the staff of U. T. System make a vital contribution toward the fulfillment of the mission of U. T. System. The U. T. System Board of Regents established the EAC in August 2000 to provide a vehicle for communication and to facilitate the flow of ideas and information between staff, the Board of Regents, the component institutions and Executive Officers of U. T. System Administration. The EAC functions to define, analyze, and make recommendations on employee issues to the appropriate body.

Section C: Definition of Staff.

For the purposes of these Organizational Guidelines (hereinafter "guidelines") "staff" shall be defined as all full-time, part-time, non-faculty, benefits eligible employees who are in good standing and have been employed with U. T. System for at least one full year.

Article II: Membership

Section A: Eligibility.

All U. T. System staff, as defined in Article I, Section C, shall be eligible for election or appointment to the EAC.

Section B: Election/Appointment.

Each U. T. System component institution and System Administration (hereinafter "institutions") will select two representatives and one alternate to the EAC. The means for selecting the representatives and alternate will be established by each institution. Selection of new representatives shall be completed no later than July 31 of each fiscal year. The names of the representatives must be certified by the respective institution's president and forwarded to the Chancellor. In selecting the representatives, the institutions shall strive to maintain continuity of membership and to assure broad staff input.

Section C: Terms of Office.

The institution representatives and alternates serve as members of the EAC for three-year terms. The alternate may attend meetings in the event that one of the representatives is unable to do so. Representatives and alternates are permitted to serve their full terms on the EAC so long as they remain employees of their respective institutions. The term of membership coincides with U. T. System fiscal year - September 1 to August 31. New representatives and alternates will begin service with the first meeting of the academic year.

Section D: Vacancies.

If a representative resigns during the term of membership, the alternate becomes the voting member of the EAC and a new alternate must be selected. If an alternate resigns, a new alternate must be selected. Any new alternate must be selected within 30 days of the resignation creating the vacancy. The President of the institution will notify the Chancellor of the changes.

Section E: Failure to Attend Meetings.

Any member who misses two consecutive regularly scheduled council meetings will be contacted by the EAC Executive Committee to discuss the member's willingness to continue to serve on the council. Additional absences will be reported to the individual at the institution responsible for appointing EAC representatives.

Section F: Duties.

The duties of a representative are:

1. To attend all meetings.
2. If unable to attend, a representative must provide an alternate with adequate notice to enable the alternate to attend in the representative's place.
3. To solicit and communicate to staff concerns at the representative's respective institution.
4. To vote on motions made in EAC meetings.
5. To promptly communicate the issues discussed and actions taken at every EAC meeting to all staff at the representative's institution component representative's. This information must be conveyed through appropriate means such as meetings, newspapers, or newsletters.
6. To keep the institution's alternate informed of EAC actions and issues.
7. To serve on a committee, but may not serve on more than one committee at a time.

Section G: Members.

For purposes of these guidelines, "members" shall mean all representatives who are attending a meeting of the EAC or a committee and all alternates attending a meeting in place of a representative.

Article III: Organization

Section A: Mode of Operation

1. The EAC will conduct its business through committees, in which issues shall be deliberated and recommendations developed. Committees include the Executive Committee and appointed Ad hoc committees. ~~the Standing Committees. Ad hoc committees may also be appointed as needed.~~
2. Each committee will adopt rules of proceeding providing for the manner of calling committee meetings, quorum requirements and the methods of conducting meetings as well as other procedures as required. Each committee shall keep regular minutes of its proceedings and shall report to the Executive Committee and the EAC when required.
3. Roberts' Rules of Order shall serve as the standard of conduct of EAC meetings on matters not covered by the EAC Organizational Guidelines.

Section B: U. T. System Liaison

1. The Vice Chancellor for Administration or his or her designee shall serve as the U. T. System Liaison to the EAC.
2. Once a designee has been appointed, that individual shall remain the U. T. System Liaison to the EAC until the designation is rescinded by the Vice Chancellor for Administration or another individual is designated as the U. T. System Liaison by the Vice Chancellor for Administration.
3. In addition to any other duty imposed elsewhere by these guidelines, the U. T. System Liaison shall be responsible for presenting the recommendations and requests of the EAC to the appropriate body or individual for a response in accordance with these guidelines and for all responses and requests back to the EAC. The U. T. System Liaison may also advise the EAC on System policies and issues that may have an impact on an issue under consideration by the EAC. The U. T. System Liaison has oversight over the EAC budget.

Section C: Executive Committee

1. The Executive Committee is composed of the EAC Chair, Vice-Chair, Secretary, and Historian (collectively referred to as "officers"), as well as the chairs of each of the committees.
2. The Executive Committee sets the agenda for EAC meetings, recommends changes in the EAC Organizational Guidelines or procedures, as needed, and provides overall and general guidance and direction for the EAC.
3. The Executive Committee serves as an informational resource and sounding board for the Chancellor on issues of importance to U. T. System employees.
4. The Chair or Executive Committee may meet with the Chancellor to discuss issues of importance or concern.

~~Section D: Standing Committees~~

- ~~1. **Benefits Committee.** The Benefits Committee deliberates issues and makes recommendations related to benefits and well being of staff of the institutions including: (1) improvement of employee group insurance; (2) establishment of wellness programs; and, (3) enhancements of retirement programs, education, and training benefits, and other programs of benefit to the staff of the institutions.~~

- ~~2. Compensation Committee. The Compensation Committee deliberates issues and makes recommendations related to compensation levels, recruitment, retention, and support of the non-teaching staff, including: (1) policies on employee salaries, the basis for merit salary increases, and equity among U. T. System component institutions and System Administration and with other universities; (2) issues involving recruitment and retention of a well-qualified staff capable of completing the mission of the U. T. System; and, (3) issues involving the proper classification of U. T. System employees.~~
- ~~3. Policy Committee. The Policy Committee collects data from U. T. System and each U. T. System component institution concerning the implementation and impact of policies that affect staff.~~
- ~~4. Communications Committee. The Communications Committee maintains the Web page of the EAC and collects and disseminates information about the work of the EAC.~~
- ~~5. Each EAC Standing Committee is charged as follows:

 - ~~— a. To identify U. T. System staff-related issues or concerns appropriate to the subject matter of the Standing Committee.~~
 - ~~— b. To respond to issues at the request of the EAC Executive Committee or Chair.~~
 - ~~— c. To conduct fact-finding, background exploration, analysis, and deliberation on issues and to develop recommendations and/or action plans for review by the EAC.~~~~

Section E: Standing Committee Assignments.

~~Each representative shall provide to the EAC Chair preferences for Standing Committee membership. The EAC Chair shall determine final Standing Committee memberships with consideration given to the respective experience of the representatives. For each academic year, the newly elected EAC Chair shall appoint members to the Standing Committees no later than September 30 of that academic year. Members of each Standing Committee will choose a Chair and a Vice Chair to lead the committee for a one-year renewable term. Each representative shall serve on a Standing Committee, but no representative may serve on more than one Standing Committee. EAC officers, may, but are not required to, select a Standing Committee on which to serve. Such participation shall be as a member only. Only one EAC officer may serve on each Standing Committee.~~

Section D F: Ad Hoc Committees.

Ad hoc committees may be appointed to assist the EAC with its work. Ad hoc committees may include institution officers or employees who are not EAC representatives. Ad hoc committee organization and constituency should be determined by the nature of the task. The following guidelines should be observed:

- ~~1. The Executive Committee must approve the creation of an ad hoc committee.~~
- ~~2. The EAC Chair makes appointments of EAC representatives to ad hoc committees. Non-EAC representatives may be appointed only upon approval of the Executive Committee.~~
- ~~3. At least one member of an ad hoc committee must be a current EAC representative. The chair of the ad hoc committee shall be a current EAC representative.~~
1. The EAC Chair makes appointments of ad hoc committee chairs. The chair of the ad hoc committee shall be a current EAC representative.
2. The ad hoc chair, in consultation with the Executive Committee and with input from the EAC, may select the membership of their respective ad hoc committee.
3. The EAC members will ratify the creation and membership of all ad hoc committees.
4. Ad hoc committees must submit written reports to the EAC at least annually for the duration of their existence
5. The Executive Committee should no less than annually review the operation and effectiveness of the EAC's ad hoc committees and consider alternatives for drawing on outside expertise.

- ~~6. All expenditures to support the activities of the ad hoc committees must be approved by the U. T. System Administrative Liaison.~~
6. The ad hoc committee shall conduct fact-finding, background exploration, analysis, and deliberation on issues and develop recommendations and/or action plans for review by the EAC.

Section E G: Meetings.

1. The EAC meets in regular session three times each year on two consecutive weekdays. The exact times and location are to be determined jointly by the EAC Chair with approval of the Executive Committee and the U. T. System Liaison.
2. Special meetings of the EAC may be called at any time, with the prior approval of the U. T. System Liaison, by the Chair or by the Executive Committee pursuant to a resolution adopted by a majority of the members of the Executive Committee. Any such call must specify the matter(s) to be acted on at the special meeting and only such matter(s) may be acted on at the special meeting.
3. Notice of EAC meetings shall be sent to the membership by mail or email to each representative at least 30 days before each meeting. The notice shall state the time, place and location of and the agenda for the meeting. A quorum must be present for a meeting of the EAC to convene and conduct business.
4. EAC meetings are open to visitors unless a two-thirds (2/3) majority of the representatives or their alternates present vote to close the meeting or a portion of the meeting.

Section F H: Quorum.

For purposes of these guidelines, a quorum exists if the number of members present exceeds one half of the total number of representatives eligible to serve on the EAC.

Section G I: Voting.

1. Each EAC representative or alternate attending for an absent representative, is permitted to cast one vote on each motion, amendment, ballot, or other question raised for consideration. Members may vote via other means (e.g. telephone or internet) if deemed appropriate by the Executive Committee.
2. Officers may vote, except that the Chair may vote at an EAC meeting only in case of a tie vote on a motion, amendment or ballot.
3. Unless otherwise specified in these guidelines, a simple majority of the votes cast shall carry a vote.

Section H J: Organizational Guideline Amendments

1. Proposed amendments to the guidelines should be provided to the membership in writing, which includes email, at least thirty (30) days before the EAC meeting at which the vote on the amendments are to be taken. In cases where at least thirty (30) days advance written notice is given, a two-thirds (2/3) majority vote of the members present is required for passage of the amendment(s).
2. Proposed amendments to the guidelines also may be adopted, with less than thirty (30) days advance written notice the membership, by a three-fourths (3/4) majority vote of the members present.
3. Amendments are effective upon the date of adoption by the EAC.

Section I K: EAC Recommendations.

Recommendations to U. T. System Administration and to the Board of Regents must include the following:

1. A clear definition of the issue that is the subject of the recommendation.
2. Proposed actions for the resolution of the issue. The tone and substance of the recommendations should be in keeping with the purpose of the council as defined in Article I, Section B of these Guidelines.
3. All recommendations must be submitted in writing and have majority approval of the EAC.

Section J L: Records.

All EAC historical records will be maintained on the U. T. System document repository.

Article IV: Officers

Section A: Titles.

Officers of the EAC include the Chair, Vice-Chair, Secretary, and Historian.

Section B: Nominations

1. The Executive Committee serves as a Nominations Committee to develop a slate of candidates for the position of Chair.
2. Only representatives to the EAC may run for the position of Chair of the EAC.
3. Eligible representatives who wish to seek the office of Chair, or who wish to nominate another representative for Chair, should so notify the Nominations Committee at least thirty days before the EAC meeting in which the election is to be held.
4. The Nominating Committee should notify the membership of the candidates for the position of the EAC Chair and provide their biographical information, interests, and qualifications before the EAC meeting in which the election is to be held.
5. Nominations for Vice-Chair, Secretary, and Historian are made from the floor.

Section C: Elections

1. Officers are to be elected for one-year terms at elections held at the last regular meeting of the academic year. Each officer shall serve until his or her successor is elected. Officers are permitted to serve their full terms of office on the condition that they remain active employees of their respective institutions.
2. At any EAC meeting at which an election for the position of Chair is held, each announced candidate for the position of Chair shall have the opportunity to address the membership in open meeting to present his or her qualifications for the position.
3. Nominations for the position of Chair may also be made from the floor by any member of the EAC, and each nominee candidate so nominated shall have the opportunity to address the membership in open meeting to present his or her qualifications for the position.
4. Once the Chair has declared the nominations closed, the election for Chair is conducted by secret ballot. The Nominations Committee members and the U. T. System Administrative Liaison tally the ballots, and the Chair announces the results. A simple majority of the votes of the members present and voting is required to elect the Chair.

5. If no candidate receives a simple majority of votes in the first round of balloting, a run-off election shall be held among the smallest number of candidates who cumulatively received a simple majority of the total votes. Balloting will continue in this manner until one candidate receives a simple majority of the total votes cast.
6. Procedures for balloting for the election of Vice-Chair, Secretary, and Historian are the same as those for balloting for the election of Chair.
7. The incoming Chair, Vice-Chair, Secretary and Historian assume their offices at the conclusion of the meeting at which they are elected.

Section D: Duties of Officers

1. The duties of the Chair include convening and conducting EAC meetings and meetings of the EAC Executive Committee; enforcing the EAC Organizational Guidelines and established operational procedures; communicating with the Chancellor, Board of Regents, and the U. T. System Administrative Liaison; annually appearing before the Board of Regents to report on the activities of the EAC; and, receiving and communicating to the EAC membership nominations for the office.
2. The Vice-Chair serves in the absence of the Chair and replaces the Chair in the case of the Chair's resignation. The Vice-Chair serves as parliamentarian for EAC meetings and monitors the EAC budget.
3. The Secretary gives notice of all EAC and Executive Committee meetings and takes, prepares, and distributes minutes of the EAC meetings and Executive Committee meetings. The Secretary collects, receives, and maintains at a central location, minutes of EAC meetings, minutes of committee meetings, and annual reports; serves as Secretary for the Executive Committee; and keeps minutes of the Executive Committee's meetings.
4. The Historian keeps accurate records of the history of the EAC by: a) cataloging all issues, past and present, that come before the EAC as a whole, or in committee, and b) being available to brief committees on issues that have come before the EAC in the past.

Section E: Removal of Officers.

An officer may be removed by a two-thirds vote of the EAC in a regular or special meeting. An officer who is removed will be permitted to continue as an EAC member for the remainder of his or her term.

Section F: Vacancies.

Should the Chair resign or become unable to serve due to termination of employment, removal, death or other cause, the Vice Chair assumes the responsibilities and title of Chair for the remainder of the unexpired term. Should the Vice-Chair, the Secretary, or the Historian resign or become unable to serve due to termination of employment, removal, death, or other cause, a special election will be held at the next EAC meeting to fill the vacancy, with nominations being accepted from the floor. Elections shall proceed as set forth above in Section C of this Article. No officer may be elected to serve more than two consecutive one-year terms.

Revisions

Guideline revisions were proposed, voted and approved by the required 3/4 majority vote of the Employee Advisory Council on March 25, 2004. Additional guideline revisions were proposed, voted and approved by the required 3/4 majority vote of the Employee Advisory Council on July 28, 2005. [If revisions are approved, it will be so noted here]

