ORGANIZATIONAL GUIDELINES
The University of Texas System Employee Advisory Council
Adopted March 25, 2004 – Revised June 2025

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 30401 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 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 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 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 June 15 of each fiscal year. The names of the representatives must be certified by the respective institution’s president and forwarded to the Chancellor or designee. In selecting the representatives, the institutions shall strive to maintain continuity of membership and to assure broad staff input. Questions about the process should be directed toward the UT System Office of Talent and Innovation.

Section C: Terms of Office
The institution representatives and alternates serve as members of the EAC for three-year terms. The alternate may observe all EAC full membership meetings. They should attend in-person full membership meetings in the event either representative 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 and can serve multiple terms as deemed by their institution president. 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. A new alternate must be selected within 30 days of the resignation creating the vacancy. The President of the institution, or their designee, 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 Board to discuss the member's willingness to continue to serve on the council. Additional absences will be reported to the individual at the institution that is responsible for appointing their EAC representatives.

Section F: Duties – The duties of a representative are:

1. At Meetings:
    a. At least one voting representative but no more than two voting representatives from each institution must attend all meetings, review meeting minutes when disseminated, and complete assigned action items from committee and council meetings. Alternate representatives may attend virtually as observers only unless they are serving in the place of an absent representative.
    b. To actively participate in discussions and vote on motions made in EAC meetings.
    c. To communicate staff concerns from the representative's respective institution to EAC.
    d. To serve on a committee but may not serve on more than one committee at a time.
2. At Home Institutions:
    a. To solicit staff concerns prior to EAC meetings.
    b. To promptly communicate the issues discussed and actions taken at every EAC meeting to staff council at the representative's institution.
3. With Alternates:
    a. If unable to attend, a representative must provide an alternate with adequate notice to enable the alternate to attend in the representatives' place and notify the U.T. System Liaison.
    b. To keep the institution's alternate informed of EAC actions and issues.

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 Board and appointed committees.
2. Each committee will adopt rules of proceedings that will provide for the manner of calling committee meetings, quorum requirements and methods of conducting meetings as well as other required procedures. Each committee shall keep regular minutes of its proceedings and shall report to the Executive Board 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 Executive Vice Chancellor, or their 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 Deputy Chancellor or another individual is designated as the U. T. System Liaison to the EAC.
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 issues under consideration by the EAC. The U. T. System Liaison has oversight over the EAC budget.

Section C: Executive Board

1. The Executive Board is composed of the EAC Chair, Vice-Chair, Secretary, and Historian (collectively referred to as "officers").
2. The Executive Board sets the agenda for EAC meetings, recommends changes in the guidance and direction for the EAC.
3. The Executive Board 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 Board may meet with the Chancellor to discuss issues of importance or concern.
5. The immediate Past Chair serves in an advisory capacity to support the chair and Executive Board when needed.

Section D: Committees

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

1. The EAC Chair makes appointments of committee Chairs. The Chair of the committee shall be a current EAC representative.
2. The Chair, in consultation with the Executive Board and with input from the EAC, may select the membership of their respective committee.
3. The EAC members will ratify the creation and membership of all committees.
4. Committees must submit written reports to the EAC at least annually for the duration of their existence.
5. The Executive Board should no less than annually review the operation and effectiveness of the EAC's committees and consider alternatives for drawing on outside expertise.
6. The 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: Meetings

1. The EAC meets in person three times each year on consecutive weekdays, and virtually throughout the year as determined by the EAC Chair and the Executive Board. Meetings alternate between U.T. System Administration offices and component institutions. The exact times and location are to be determined jointly by the EAC Chair with approval of the Executive Board and the U. T. System Liaison. Meetings will have virtual options for those not attending in-person.

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 Board pursuant to a resolution adopted by a majority of the members of the Executive Board. 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 the EAC meetings shall be sent to the members by email to each representative at least thirty (30) days before each meeting. The notice shall state the time, place, and/or virtual link along with 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 attending on behalf of a representative present a vote to close the meeting or a portion of the meeting.

Section F: Quorum
For purposes of these guidelines, a quorum exists if the number of members exceeds one half (1/2) of the total number of representatives eligible to serve on the EAC.

Section G: 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., app or internet) if deemed appropriate by the Executive Board.
2. Officers may vote, except the Chair may only vote at an EAC meeting in the 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: 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 is 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 to 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: EAC Recommendations
Recommendations to the 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 the majority approval of the EAC.

Section J: 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 Board serves as the Nominations Committee to develop a slate of candidates to serve as the next Executive Board.
2. Only representatives to the EAC may run for any officer position.
3. Nominations for Vice-Chair, Secretary, and Historian are made from the floor.
4. Elections should begin with Chair, then Vice-Chair, then Secretary, then Historian. Each officer election should be closed before moving to the next position.

Section C: Elections

1. Officers are to be elected for one-year terms at elections held at the last regular meeting of the fiscal year. 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 is held, each announced candidate shall have the opportunity to address the members in an open meeting to present their qualifications for the position.
3. Nominations for any position may be made from the floor by any member of the EAC, and each nominee shall have the opportunity to address the members in open meeting to provide a one (1) minute presentation on their qualifications for such position.
4. Once the Nomination Committee has declared the nominations closed, the elections are conducted by secret ballot. The Nominations Committee members and the U. T. System Liaison tally the ballots, and the U.T. System Liaison announces the results. A simple majority of the votes of the members present and voting is required to elect an executive officer.
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 case.
6. Procedures for balloting for the election of Vice-Chair, Secretary, and Historian will follow the same process.
7. The incoming Chair, Vice-Chair, Secretary, and Historian assume their offices on September 1 of the elected 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 Executive Board; enforcing the Organizational Guidelines and established operational procedures; communicating with the Chancellor, Board of Regents, and the U. T. System 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 office. The Chair, or designated officer, is also expected to attend the U.T. System Board of Regents meetings, as assigned by the Chancellor. The Chair, or designated officer, may invite any EAC member to attend the Board of Regents meetings,

subject to budget considerations and should typically invite the Vice-Chair to Regents Meetings. The Chair also monitors the EAC budget.

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.
3. The Secretary gives notice of all EAC and Executive Board meetings and takes, prepares, and distributes minutes of the EAC and Executive Board meetings. The Secretary collects, receives, and maintains minutes of EAC meetings, minutes of committee meetings, and annual reports; serves as the Secretary for the Executive Board; and keeps minutes of the Executive Board meetings at a central location.
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 and committees, and b) briefing committees on issues that have come before the EAC in the past.
5. Departing Chair will provide a one-page summary of results/outcomes for the presentation to the Board of Regents, including any action items for the new chair and Officers to execute in the next term. The Chair becomes the immediate Past Chair on September 1 of that year.
6. The role of the immediate Past Chair is to provide knowledge transfer, corporate history, and support/guidance. An immediate Past Chair, who is no longer on the council, will hold an ex-officio (non-voting) role and this role does not need to be filled in the event of a vacancy.

Section E: Removal of Officers

An officer may be removed by a two-thirds (2/3) 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 their 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 the 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 or special meeting of the whole council 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 three one-year terms on the executive board.

Revisions

Guideline revisions were proposed, voted, and approved by the required three-fourths (3/4) majority vote of the Employee Advisory Council on March 25, 2004, July 28, 2005, July 28, 2006, October 7, 2010, July 11, 2015, June 23, 2017, April 2023 and June 16, 2025.