



UNIVERSITY OF HOUSTON  
CAMPUS FACILITIES PLANNING COMMITTEE

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## Committee Bylaws

### Section I Committee Role

The committee serves as an advisory committee to the Executive Vice Chancellor/Executive Vice President of Administration and Finance as such they make recommendations to the EVP/EVC of Administration and Finance for that position's consideration.

### Section II Committee Membership

The Campus Facilities Planning Committee will consist of representative of the following areas:

- Associate Vice Chancellor of University Planning & Outreach
- Dean College of Architecture
- 1 Dean chosen by the Dean's Council
- 2 Faculty members chosen by Faculty Senate
- 2 Students chosen by the Student Body President
- 1 Staff member chosen by Staff Advisory Council
- Associate Vice Chancellor/Associate Vice President of Plant Operations
- 1 representative from each of the following areas to be chosen by the area vice president:
  - Student Affairs
  - Academic Affairs
  - Research
  - University Advancement
- 2 ex-officio members:
  - Executive Director of Facilities Planning and Construction
  - Director of Facilities Planning
  
- The Associate Vice Chancellor/Associate Vice President for Plant Operations will serve as committee chair.
- A committee member can designate a substitute member to attend a particular meeting. The delegation must be in writing to the committee chair prior to the meeting in question.

### Section III Committee Role and Scope

The committee shall consider physical changes to the University. The committee shall study, review and make recommendations to the Executive Vice President for Administration & Finance with respect to the following areas:

- A. The Campus Master Plan, including its guiding principles for campus development, approval, implementation, and proposed changes.
- B. Site selection and scope for new construction and major building additions.
- C. Exterior modifications or additions to the University including new construction, renovation, exterior signage, major landscaping and major exterior features.
- D. Exterior demolition of buildings.
- E. Construction and renovation that affects the safety of visitors, students, faculty and/or staff.
- F. Naming of campus buildings, roads, facilities, rooms and other campus features other than those relating to donor gift naming opportunities as regulated by University of Houston System Administration Memorandum No. 08.A.04.

#### **Section IV    Committee Meetings**

- A. The committee will meet monthly or on an as needed basis.
- B. Meeting agendas will be distributed electronically no later than one week prior to the committee meeting.
- C. Potential agenda items are due to the committee chair no later than 8:00 a.m. eight days before the committee meeting.

#### **Section V    Committee Voting**

- A. The committee quorum shall consist of 50% +1 of the official committee membership.
- B. A voting majority shall consist of 50% +1 of the committee members present.
- C. Approved designated substitute members have full voting rights for that designated meeting.
- D. Votes on agenda items may be conducted electronically. When electronic votes are conducted a voting majority shall consist of 50% +1 of the committee membership. An electronic vote will be an “Approved” or “Not Approved” with no amendments permitted.