

## 2020-2021 Graduate and Family Housing Advisory Committee - Charge

This committee is advisory to the Vice Chancellor/Chief Financial Officer and the Executive Director of Housing, Dining and Hospitality (HDH). It serves as a resource for current and future Graduate and Family Housing (GFH) communities that house UC San Diego single graduate and professional students and student families. Items for committee input will be presented by HDH staff and student co-chairs.

The committee is tasked with providing input on current residential services (e.g., mail, amenities, transportation, security, retail) and programs (e.g., signature events, newsletter content and frequency, community gardens, food trucks); requesting feedback from community membership through town halls (virtual or in person); and reviewing survey questions and results. Committee members must uphold the UC San Diego Principles of Community and commit to the highest standards of professionalism and accountability.

### Committee Members (Appointed)

Graduate Student Co-Chair	To be appointed by GPSA
Graduate Division Representative	To be appointed by the Dean of Graduate Division
Graduate Coordinator at Large	To be appointed by the Dean of Graduate Division
Graduate Coordinator at Large	To be appointed by the Dean of Graduate Division
Student Affairs Coordinator at Large	To be appointed by Vice Chancellor of Student Affairs
Graduate Student Representative #1	To be appointed by GPSA
Graduate Student Representative #2	To be appointed by GPSA
Graduate Student Representative #3	To be appointed by GPSA
Graduate Student Representative #4	To be appointed by GPSA
Graduate Student Representative #5	To be appointed by GPSA
Undergraduate Family Student Representative #1	To be appointed by Associated Students

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# Bylaws of the Graduate and Family Housing Advisory Committee

## ARTICLE I: STATEMENT OF PURPOSE

The University of California, San Diego Graduate and Family Housing Advisory Committee, referred to as GFHAC, serves as a resource for current and future Graduate and Family Housing (GFH) communities that house UC San Diego single graduate and professional students and student families. Members are tasked with providing input on current residential services (e.g., mail, amenities, transportation, security, retail) and programs (e.g., signature events, newsletter content and frequency, community gardens, food trucks); requesting feedback from community membership through town halls (virtual or in person); and reviewing survey questions and results. The purpose of these bylaws is to define procedures governing GFHAC meetings.

## ARTICLE II: PROCEDURES

The determination of GFHAC procedure shall be at the discretion of the Co-Chairs. Unless the Co-Chairs so decide, Robert's Rules of Order will be used as a means of establishing meeting procedure. Regardless of whether Robert's Rules of Order are implemented in meeting procedure, the following rules of procedure shall be followed:

1. The Co-Chairs must jointly approve agenda items for all GFHAC meetings.
2. The Co-Chairs reserve the right to call an issue to question, with agreement from their counterpart.
3. The Co-Chairs reserve the right to adjourn a meeting, with agreement from their counterpart.
4. The Co-Chairs have the responsibility to clarify any additional requests or recommendations regarding the official recommendations set forth by the committee.
5. Any committee member can motion to bring business forward to the committee or change the meeting agenda provided the topic is within the scope of the Charge and both Co-Chairs approve (see #1 above.)

## SECTION I: MEETINGS

1. All GFHAC meetings shall occur on a bi-weekly basis during the academic year, except where both Co-Chairs agree that a meeting is not necessary (e.g. finals week, breaks). GFHAC must meet at a minimum of once every two months, including during the summer months. Each quarter, the Co-Chairs are responsible for assessing and determining the best

possible meeting times for all committee members. The Co-Chairs are responsible for providing notice in advance of any changes to regularly scheduled meeting times. In order to cancel a planned meeting, the approval of both Co-Chairs is required, and they are to provide notice to committee members as much in advance as possible.

2. For an GFHAC meeting to have requisite quorum, at least one (1) Co-Chair, two (2) staff representatives, and three (3) student representatives must be physically present.
3. The GFHAC Co-Chairs may call an emergency meeting when deemed necessary by both Co-Chairs. If a committee member feels that an emergency meeting is necessary, he or she may contact the Co-Chairs to request that a meeting be called. If the Co-Chairs both agree, they may then call an emergency meeting. At least one Co-Chair must be present at any emergency meeting and requisite quorum must exist to discuss relevant business.
4. Minutes from all GFHAC meetings shall be taken by a member of the HDH staff and be made accessible to all committee members prior to the next regularly scheduled meeting. Committee members will review the previous meeting minutes in advance of all scheduled meetings. Meeting minutes shall be approved by the committee at each subsequent meeting and, after approval, shall be made publicly available. Minutes should include pertinent points of discussion relating to policy and a record of any votes taken. No personal information shall be contained in any GFHAC minutes and GFHAC committee members have the right to ask for minutes to be changed accordingly.

## SECTION II: VOTING

1. Voting on all GFHAC business at a meeting requires a simple majority of requisite quorum.
2. If a member cannot be present for a given meeting, they may proxy their vote to another member on the committee. Intent to proxy one's vote must be sent in advance of the meeting both to the person to whom one wishes to proxy and to the Co-Chairs. In the case that a person needs to proxy their vote because of a need to leave a meeting early, they may do so through verbal confirmation from the Co-Chairs. A proxy of vote does not equate to in-person count for quorum.

## ARTICLE III: AMENDMENTS TO THE BYLAWS

These bylaws shall take effect after being approved by a two-thirds majority of GFHAC of voting members. They may be amended by a vote after the amendments have been proposed at least one (1) week prior to the GFHAC meeting where the open discussion and vote is to take place.

#### ARTICLE IV: RECONCILIATION OF THE BYLAWS WITH THE COMMITTEE CHARGE

These bylaws shall reflect the Charge of the Committee from the VC/CFO. In the case of discrepancies, the committee charge takes precedence. If modifications to these bylaws occur from such reconciliation, a copy of the current bylaws and Charge will be sent to the GPSA.