

**University of California Davis**  
**Health Fee Oversight Committee Bylaws**

*Effective Spring 2015*

# **HEALTH FEE OVERSIGHT COMMITTEE BYLAWS UNIVERSITY OF CALIFORNIA, DAVIS**

## **I. Purpose and Scope**

- A. As a result of successful passage of a student referendum in 1996, a mandatory Student Health Fee was established. The Student Health Fee went into effect spring 1997. During the same year, the Health Fee Oversight Committee (HFOC) was created to oversee and to recommend any changes to the health fee and service fees stipulated in the referendum as well as the level and types of services that the health fee supports. The HFOC is advisory to the Vice Chancellor of Student Affairs (VCSA). The referendum stipulates that any fee increase recommended by the HFOC shall not exceed 7% plus rate of inflation per fiscal year. The rate of inflation shall be determined by the Consumer Price Index (CPI) at the time of the proposed increase. The HFOC is responsible for recommending fee change to the VCSA, who shall forward the specific proposal for allocations of any health fee increase at UC Davis Student Health and Counseling Services (SHCS) to the Chancellor for approval.

## **II. Membership**

- A. The Health Fee Oversight Committee shall consist of the following members:
1. Voting Student Members
    - a. Student members are appointed by the VCSA and selected in consultation with the Associated Students of the University of California, Davis (ASUCD), Graduate Student Association (GSA), Law Student Association (LSA), and Chancellor's Graduate and Professional Student Advisory Committee (CGPSA).
    - b. Student members may be selected from or recommended by, but shall not be limited to, the following: ASUCD, GSA, LSA, CGPSA, Student Health Insurance Plan (SHIP) Committee, and SHCS Student Peer Programs.
    - c. The number of voting undergraduate student members shall not be less than four, and the number of voting graduate/professional students shall not be less than four.
    - d. No single student group (undergraduate or graduate/professional) shall constitute a voting majority.
  2. Voting University Staff, Faculty and Community Members (4 members)
    - a. University staff, faculty and community members are appointed by the VCSA on recommendation of the Associate Vice Chancellor for Student Affairs.
    - b. University staff and faculty as well as community members may be selectively identified based on their experience in healthcare professional or administrative service.
    - c. There must be at least one voting (non-university) community member.
  3. Non-voting Advisory Members
    - a. Non-voting advisory members are appointed by the VCSA on recommendation of the Associate Vice Chancellor for Student Affairs and SHCS Director.
    - b. The following SHCS representatives shall serve as non-voting advisory members: the SHCS Director, SHCS Medical Director, SHCS Counseling Services Director, SHCS Administrative Director, and SHCS Clinical Support Services Director.

- c. Other non-voting advisory members may also be selected from Office of Benefits and Risk Management and the Office of the Vice Chancellor for Student Affairs.
- d. The Associate Vice Chancellor for Student Affairs shall serve as a non-voting advisory member.

**B. Officers**

- 1. The SHCS Director shall serve as the chairperson for the HFOC. The chairperson shall be a non-voting member.
- 2. The SHCS Administrative Director will serve as chairperson in the absence of SHCS Director.
- 3. One undergraduate student member and one graduate/professional student member shall serve as vice-chairpersons of the HFOC.
  - i. Interested student members shall place their name in nomination.
  - ii. The vice-chairpersons will be elected by majority vote of the HFOC.
  - iii. The vice-chairpersons shall be voting members.
- 4. HFOC activities of the chairperson and vice-chairpersons will be supported by SHCS administrative staff.

**C. Appointment**

- 1. Student members are appointed by the VCSA to a one-year term with eligibility for reappointment in subsequent years.
- 2. University staff, faculty and community members are appointed by the VCSA to a two-year term with eligibility for reappointment in subsequent years.

**D. Attendance**

- 1. Voting committee members who are absent from two consecutive regular meetings or who are absent from three of five consecutive regular meetings, and who have not offered for such absences, reasons acceptable to the chairperson, shall be designated by the chairperson as delinquent.
- 2. Student members selected from, or recommended by, identified student government or oversight committees who have been designated as delinquent shall have an alternate HFOC member identified by the representative vice-chairperson, in consultation with the represented organization. These individuals shall be considered for appointment to provide future representation in the event the appointed member is unable to continue service.
- 3. After a delinquent committee member has been notified by the chairperson of their designation as delinquent, their name shall be placed before all the HFOC members at any regular meeting. At that time, a vote of simple majority of those present shall be sufficient to remove the delinquent committee member from the HFOC.
- 4. Following the resignation or removal of a committee member, the chairperson, in consultation with the non-voting advisory members, will facilitate the procedures in bylaws Section II A to ensure that the vacancy is filled to complete that member's term.

**III. Meeting Procedures**

- A. Meetings shall be held according to a schedule established by the chairperson, and agreed to by the HFOC. The first meeting of the fall quarter, to be held no later than October 31.
- B. Special meetings not listed on the established schedule may be called on a 7-day notice by the chairperson, or by a majority vote of the HFOC. When a special meeting is requested, all HFOC members must be notified by the Chairperson or designee via telephone or e-mail on the day of the special request.
- C. Quorum consists of a simple majority (50% +1) of voting members.
- D. All motions, unless otherwise specified in these bylaws, shall be adopted by simple majority.

- a. All motions on increases to the health fee or service fees, or reductions in services that are health fee supported as stipulated in the original 1996 referendum, require a two-thirds approval of the voting members. Voting requires a majority of student members with an equal number of undergraduate students and graduate/professional students participating. If an unequal representation from each student group is present, with adequate quorum, students in the majority will recuse themselves to assure an equal number of voting student members.
- b. When there is a tie vote, the motion is defeated. The motion cannot be voted on again during the same meeting. The HFOC can bring the motion to the next committee meeting for a re-vote if agreed upon by a simple majority of voting members.
- E. When it is impossible for the HFOC to meet in-person, the chairperson or vice-chairpersons will contact each committee member by telephone or email to communicate important information or the need for a committee recommendation.
  - a. All motions on increase to health fee or service fees, or reductions in services that are health fee supported as stipulated in the original 1996 referendum require at least one in-person meeting and discussion by the committee prior to vote.
- F. If a motion requiring a committee vote is pending and the HFOC is unable to identify a timely in-person meeting date, the chairperson and vice-chairpersons shall vote by simple majority to determine if the vote will be taken by email.
  - a. If it is decided that the vote is to be taken by email, the chairperson or vice-chairpersons shall contact each committee member by telephone or email to present the motion, relevant background information and documented discussion in writing.
  - b. All HFOC voting members must return a ballot for an official vote to be recorded.
  - c. Email votes on motions for fee or service changes must follow voting rules stipulated in section III D.a.
  - d. A simple majority of returned ballots shall determine the outcome of the vote unless stipulated in section III.D.a.

#### **IV. Officer Responsibilities**

- A. The powers and duties of the chairperson include, but are not limited to, the following:
  1. Chairing meetings, ensuring these bylaws and its processes are effective;
  2. Setting meeting schedules, work plans and agendas in consultation with the SHCS Director and the Secretary to the HFOC;
  3. Monitoring meeting attendance in conjunction with vice-chairpersons;
  4. Calling for votes to confirm consensus decisions or to decide issues;
  5. Attending other campus committee meetings where appropriate;
  6. Building an open working relationship with the vice-chairpersons and all (voting and non-voting) HFOC members and ensuring issues relevant to the committee are communicated in a timely manner;
  7. Building and maintaining a sound working relationship with the Chancellor and VCSA and other UC Davis representatives;
  8. Reporting regularly to the Chancellor and VCSA those HFOC issues that are relevant to their governance responsibilities;
  9. Serving as the HFOC spokesperson (or designate) as appropriate;
  10. Ensuring that HFOC activities are recorded and securely maintained in the SHCS Director's office;
- B. The duties of the vice-chairpersons include, but are not limited to, the following:
  1. Monitor meeting attendance in conjunction with the chairperson.
  2. Identify replacement for delinquent members who are removed from HFOC in consultation with representative student groups.
  3. Communicate HFOC issues to committee members.

4. Advise representative student groups to help recruit student members.
- C. The SHCS Administration Director serves as the chairperson in the absence of the SHCS Director.

**V. Adoption and Approval**

- A. Resolution to alter the campus based Health Fee
1. Notice of approved resolutions shall contain content and rationale and be provided to the VCSA in writing.
  2. Resolution shall become effective upon approval of the VCSA and Chancellor.
- B. Amendments
1. The HFOC may propose Amendment(s) to these Bylaws at any time. Notice of Amendment(s) shall contain the content and rationale of the proposed Amendment(s) and be provided to the membership in writing in advance of the vote to adopt such amendments.
  2. The resolution proposing Amendment(s) to these Bylaws shall require two-thirds approval of the full HFOC. If passed, the same shall come into effect upon approval of the VCSA.
  3. These Bylaws and any Amendments shall become effective when confirmed by the HFOC and approved by the VCSA.
- C. Adoption of the Bylaws
1. The Bylaws of the HFOC are adopted and shall become effective when adopted by majority vote of the HFOC and approved by the VCSA.

Approval

ADOPTED by the U.C. Davis Student Health and Counseling Services the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Michelle S. Famula, M.D., Executive Director for Health and Wellness, Student Affairs  
Chairperson

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Lora Jo Bossio  
Associate Vice Chancellor of Student Affairs

APPROVED by the Vice Chancellor of Student Affairs the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Adela de la Torre  
Vice Chancellor of Student Affairs

05/19/15