Committee Charge. The charge of the Employee Benefits Committee (EBC) is to advise the President and the Director of Human Resources (HR) on the University’s employment benefits programs and to make recommendations for programs and changes in the existing programs.

Membership. The EBC has fifteen voting members:

- 2 Norman Campus faculty members appointed by the Faculty Senate
- 2 Norman Campus faculty members appointed by the President
- 1 Health Sciences Center (HSC) Campus faculty member appointed by the HSC Faculty Senate
- 1 HSC Campus faculty member appointed by the President
- 1 Tulsa Campus faculty member appointed by the President after recommendations from the HSC Faculty Senate
- 2 Staff members appointed by the Norman Staff Senate
- 2 Staff members appointed by the President
- 1 HSC staff member appointed by the HSC Staff Senate
- 1 HSC staff member appointed by the President
- 1 Tulsa Campus staff member appointed by the President after recommendations from the Tulsa Staff Senate
- 1 representative from the OU Retirees Association

Members serve 4-year staggered terms, and may be reappointed without limit. Terms begin with the regular September meeting.

Meetings. The EBC meets at 1:30 p. m. on the third Thursday of each month, with meetings arranged at other times as needed. A majority of the voting members constitutes a quorum. Meetings are conducted in a consensus fashion, with votes only on contested issues. All meetings are open to the public, although seating at the main table is reserved for EBC members. Guests are welcome to speak, provided that they are first recognized by the Chair.

Officers.

Chair. At each August meeting, the Chair should announce to the Committee a willingness or unwillingness to continue as Chair for the coming year. At the September meeting, nominations for Chair can be made by any EBC voting member (when making a nomination, it is proper form to obtain the candidate’s consent prior to the meeting). If there is more than one candidate nominated and willing to serve, a secret ballot will be conducted at the meeting. A candidate receiving the majority of the votes will become Chair, beginning with the next meeting. If no candidate receives a majority, there will be a runoff vote between the top two finishers. Ties and other cases not covered here will be adjudicated by the current Chair.

Vice Chair. The Vice Chair will be determined by the same procedure as the Chair, after the Chair has been selected.
Duties of the Chair and Vice Chair.

The Chair presides at EBC meetings.
The Chair determines the meeting agendas.
The Chair writes the annual report.
The Chair issues an annual communication to OU employees on behalf of the EBC.
The Chair is responsible for the content of the EBC web page.
The Vice Chair assists the Chair, and will carry out any needed Chair duties if the Chair is unavailable.

Agendas. The meeting agendas are be determined by the Chair, in consultation with the Director of HR. The agenda items normally include at a minimum the approval of the minutes of the prior meeting, a report from the Director of HR or his/her representative, and other business. The Chair will consider any item requested by an EBC member or the Director of HR at least 4 days before the meeting. The agenda and draft minutes of the preceding meeting should be distributed to EBC members at least 2 days before the meeting.

Web Page. The Office of Human Resources maintains the EBC web page, with the Chair responsible for its content. This should include at least the committee membership, the agendas and minutes of all meetings, all annual reports, these Bylaws, and some means (such as an email address) for OU employees to provide comments to the EBC.

Annual Report. The Annual Report should be an agenda item, normally at the April meeting. The Chair will draft a report to be distributed with the agenda. After discussion, any revisions agreed upon by the EBC, and approval, the report will be posted on the EBC web page.

Approval and Amendment. These Bylaws will become effective at the meeting following their approval by a majority of the EBC, and may be amended by a majority vote. Changes to the Committee Charge or Membership also require approval of the President and the University governance groups.

History. These Bylaws were approved by the EBC on [date].