FLORIDA
AGRICULTURAL AND MECHANICAL
UNIVERSITY

BOARD OF TRUSTEES

OPERATING
PROCEDURES

Adopted September 24, 2001
Amendment Notes are provided as Appendix B
5.10 **MINUTES** - The Corporate Secretary shall be responsible for recording the minutes of any Board or Committee meeting, including a record of all votes cast, and promptly transmitting a copy of the minutes to each Trustee or Committee member and to other parties deemed appropriate.

5.10.1 A court reporter shall be present at each Regular Meeting of the Board. A permanent record of each Regular Meeting of the Board shall be maintained.

5.11 **CLOSED SESSIONS AT PUBLIC MEETINGS** - The Board may conduct closed sessions when it meets to consider or discuss pending litigation with the Board attorney, pursuant to Section 286.011(8), F.S., as now or hereafter amended; collective bargaining matters pursuant to Section 447.605, F.S., as now or hereafter amended; matters related to the evaluation of a claim filed with or offers of compromise of claims filed with the University’s risk management program, pursuant to Section 768.28, F.S., as now or hereafter amended or to hear challenges to the content of student records and reports.

5.12 **CLOSED SESSIONS AND PUBLIC RECORDS** - The minutes of attorney-client sessions and risk management meetings shall be exempt from public disclosure until termination of the litigation and settlement of all claims arising out of the same incident. All work products developed by the Board and the University in preparation for and during collective bargaining negotiations shall be exempt from disclosure.

**ARTICLE 6: CODE OF ETHICS**

6.1 **CONFLICT OF INTEREST** - Trustees stand in a fiduciary relationship to the University. Therefore, Trustees shall act in good faith, with due regard to the interest of the University and shall comply with the fiduciary principles and law set forth in the Code of Ethics for Public Officers and Employee, Sections 112.311-112.326, Florida Statutes. Such principles and law include, but are not limited to, matters addressing contracts and transactions with the University; voting conflicts; disclosure and disclosure forms; solicitation and acceptance of gifts, favors, or compensation; misuse of public position or confidential information; employment of relatives; and exemptions.

**ARTICLE 7: AMENDMENTS TO THE OPERATING PROCEDURES**

7.1 **VOTING, NOTICE AND FILING REQUIREMENTS.** The Board’s Operating Procedures may be amended or repealed at any regular meeting of the Board by an affirmative vote of no less than two-thirds (2/3) of the members of the Board, provided that written notice and a copy of any proposed amendment or repeal are filed with the Corporate Secretary of the Board and mailed to each