

Proposed Changes to the BOT's Operating Procedures

<p>Article 3 Officers of the Board</p>	<p>3.3 CHAIR - The duties of the Chair shall include presiding at all meetings of the Board, calling special meetings of the Board, attesting to actions of the Board, appointing members of standing or other committees, and accepting service of process in all suits filed against the Board.</p>	<p>3.3 CHAIR - The duties of the Chair shall include presiding at all meetings of the Board, calling special meetings of the Board, attesting to actions of the Board, appointing members of standing or other committees, and accepting service of process in all suits filed against the Board, <u>and serving as the spokesperson for the Board.</u></p>
<p>Article 4 Committees</p>	<p>4.1 EXECUTIVE COMMITTEE - The Executive Committee shall consist of six Trustees, which shall include the Board Chair, the Board Vice Chair, the Chairs of the Academic Affairs Committee, Audit and Compliance Committee, Budget/Finance Committee, Student Affairs Committee and Facilities Planning Committee. The Corporate Secretary shall be an ex-officio member without a vote and not counted as part of a quorum for purpose of transacting business. Each Committee member shall serve for a term of (2) years.</p>	<p>4.1 EXECUTIVE COMMITTEE - The Executive Committee shall consist of six Trustees, which shall include the Board Chair, the Board Vice Chair, the Chairs of the Academic Affairs Committee, Audit and Compliance Committee, Budget/Finance Committee, Student Affairs Committee and Facilities Planning Committee. The Corporate Secretary shall be an ex-officio member without a vote and not counted as part of a quorum for purpose of transacting business. Each Committee member shall serve for a term of (2) years.</p>
<p>Article 5 Meetings</p>	<p>All meetings of the Board and its committees shall be open to the public and all official acts of the Board or its committees shall be taken at public meetings, unless otherwise provided by law. The provisions of Chapter 286, Florida Statutes, shall govern Board and committee meetings.</p>	<p>All meetings of the Board and its committees shall be open to the public and all official acts of the Board or its committees shall be taken at public meetings, unless otherwise provided by law. <u>The Board attorney or designee shall be present at all Board and Committee meetings, as appropriately noticed.</u> The provisions of Chapter 286, Florida Statutes, shall govern Board and committee meetings.</p>

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<p>Article 5 Meetings</p>	<p>5.9 AGENDA - The agenda for each meeting of the Board shall be prepared by the Corporate Secretary, in consultation with the Board Chair. The agenda and supporting documentation shall be prepared in sufficient time prior to the meeting to ensure that a copy of the agenda will be provided to the Trustees at least seven (7) days prior to the meeting. The Secretary shall mail a supplemental agenda to the Trustees prior to the meeting, if additional items or supporting documentation become available.</p>	<p>5.9 AGENDA - The agenda for each meeting of the Board shall be prepared by the Corporate Secretary, in consultation with the Board Chair. The agenda <u>shall be prepared in sufficient time prior to the meeting to ensure that a copy of the agenda will be provided to the Trustees at least fourteen (14) days in advance of the meeting.</u> and Supporting documentation shall be prepared in sufficient time prior to the meeting to ensure that a copy of <u>such documents</u> the agenda will be provided to the Trustees at least seven (7) days prior to the meeting. The <u>Corporate</u> Secretary shall mail <u>or email</u> a supplemental agenda to the Trustees prior to the meeting, if additional items or supporting documentation become available.</p>
<p>Article 6 Code of Ethics</p>	<p>6.1 CONFLICT OF INTERST - 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.</p>	<p>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, <u>and FAMU BOT Regulation 1.019</u>. 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.</p>

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<p>Article 7</p> <p>Amendments to the Operating Procedures</p>	<p>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 Trustee at least seven (7) days in advance of the meeting at which the amendment or repeal is to be voted upon.</p> <p>7.2 WRITTEN NOTICE BY CORPORATE SECRETARY. It shall be the responsibility of the Corporate Secretary to mail written notice and a copy of the proposed amendment or repeal to each Trustee at least seven (7) days in advance of the meeting at which the amendment or repeal is to be voted upon.</p>	<p>7.1 VOTING, NOTICE AND FILING REQUIREMENTS. <u>The Board shall review its Operating Procedures annually.</u> 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 <u>or emailed</u> to each Trustee at least seven (7) days in advance of the meeting at which the amendment or repeal is to be voted upon.</p> <p>7.2 WRITTEN NOTICE BY CORPORATE SECRETARY. It shall be the responsibility of the Corporate Secretary to mail <u>or email</u> written notice and a copy of the proposed amendment or repeal to each Trustee at least seven (7) days in advance of the meeting at which the amendment or repeal is to be voted upon.</p>
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