

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED **NEW/AMENDED** REGULATION

DATE: _____

REGULATION CHAPTER NO.: Chapter ____

REGULATION CHAPTER TITLE: _____

REGULATION TITLE AND NO.: _____

SUMMARY OF REGULATION: This **new/amended** regulation is for the purpose of

_____.

AUTHORITY FOR REGULATION: Article IX, Section 7, Florida Constitution, Section _____, Florida Statutes, Board of Governors Regulations 1.001 and _____.

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: _____, Vice President for _____.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below. The comments must specifically identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:

_____, _____, _____,
Tallahassee, Florida 32307, (850) XXX-XXXX (Telephone), (850) XXX-XXXX (Fax),
____@famu.edu.

FULL TEXT OF THE PROPOSED REGULATION: The full text of this **new/amended** regulation follows:

Florida A&M University Regulation



Regulation Format

Regulation Number and Title: (e.g. 1.021 Authority of the President)

(1)

(2)

(3)

(a)

(b)

1.

2.

*Specific Authority: Article IX, Fla. Const., _____, Florida Statutes; BOG Regulation 1.001. History-
New/Amended/Technical Amendment XX-XX-XX.*

Footer Example:

Authority of the President
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ADDITIONAL INSTRUCTIONS FOLLOW

Instructions: BOT Regulation Format. BOT Regulations presented to the Board of Trustees for consideration and adoption shall include the following:

- **Regulation Number.** A **numbering system** that identifies the responsible division or department based on the categorical and sequential numbering below. The Office of University Policy will provide this number.

Chapter 1	Organization and Function
Chapter 2	Student Affairs
Chapter 3	Administration
Chapter 4	Academic Affairs
Chapter 5	Miscellaneous
Chapter 6	Purchasing Program
Chapter 7	Lease Program
Chapter 8	Motor Pool
Chapter 9	Surplus Property
Chapter 10	Personnel
Chapter 11	Direct Support Organizations

- **Regulation Name.** The concise title or designation given to a specific regulation that reflects the key issue, objective, description, or area covered by the regulation.
- The first paragraph should reflect the purpose and applicability of the regulation. Identify the personnel, department, division, and/or unit who must comply with the regulation.
- To the extent necessary, key terms should be provided for clarification and to ensure readers interpret the meaning of the terms used in the regulation consistently.
- **Specific Authority.** Cite the authority (e.g. state and federal statutes, BOG Regulations) for the adoption of the regulation. If there are any reservations about the authority to adopt a regulation, please contact the Office of the General Counsel and/or the Office of University Policy.
- **History.** Include the date the regulation is first adopted/approved and subsequent revision dates. Include each subsequent date the regulation is updated. Dates should be reflected in the following format: "01/02/2023"
- **Font type** is Cambria Math and font size shall not be smaller than 10.5.
- Use full justification.
- Use the Track Changes feature in Word. Do not manually track changes (underline or strike language). New language should appear in underline format and deleted language should appear in strikethrough format.
- Remove instructions after adding information to the regulation.
- The Office of University Policy will route the final new or amended Regulation to the Policy Owner.
- The Policy Owner will provide the regulation to the appropriate Vice President or Responsible Executive to be placed on the Board agenda for approval.

[For further instructions: See Policy on Policies UP-01-01.]