



## RULES OF THE BOARD OF TRUSTEES

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- (1) The corporate name of this organization is the District Board of Trustees, Florida State College at Jacksonville, hereinafter known as the Board. The Board shall exercise all powers and duties set forth in Chapter 1001 of Florida Statutes and all applicable State Board of Education Rules defining the operation of Florida colleges. The District Board of Trustees is responsible for implementing broad cost-effective policies consistent with the Mission of the College. The Board considers recommendations for rules, procedures and policies, submitted by the College President and is responsible to pass those which contribute to the more orderly and efficient operation of the College. The College President is responsible to implement rules which are adopted by the Board and to carry out the day to day operation of the College.
- (2) The principal office of the Board shall be the offices for the College Administration, Jacksonville, Florida. All regular and special meetings of the Board shall be held at the College Administration headquarters unless the Board designates another location. If another location is designated, public notice shall be given at least 7 days prior to the regular or two (2) days prior to a special meeting unless an emergency situation arises which requires immediate action.
- (3) At the annual organizational meeting held at its first meeting of each fiscal year, the Board shall:
  - A. Organize by electing a Chair, a Vice-Chair from Duval County and a Vice-Chair from Nassau County. The tenure of a Board member as Chair shall be limited to four annual terms.
  - B. Establish the meeting date and time for all regular meetings of the Board during the next fiscal year.
- (4) The President of the College shall serve as Corporate Secretary. If a vacancy should occur in the Chair, the Board shall elect a Chair at the next ensuing meeting.
- (5) Duties of the Chair shall be as follows:
  - A. Conduct all meetings of the Board. In the absence of the Chair, a Vice-Chair shall assume this duty.
  - B. Serve as official spokesman for the Board. Any statement released by a Board member shall be as an individual and not for the Board or any other individual member.
  - C. Keep the Board members informed as to statements or speeches made on behalf of the College.
  - D. Appoint committees to review and advise the Board on recommendations submitted by the College President and other matters of interest to the Board. Standing Committees may be appointed to review the Board agenda and other recommendations within their designated areas of responsibility.
  - E. The Chair shall annually appoint a Board member to serve as a liaison to the Florida State College Foundation.



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- F. Appoint Ad Hoc Committees as necessary.
- (6) A majority of the District Board of Trustees duly appointed to membership shall constitute a quorum for all meetings of the Board wherein action is to be taken.
- A. A bona fide emergency of a board member may permit that member's remote attendance at a board meeting via electronic (communications media technology) equipment.
1. As used herein, bona fide emergency means medical treatment or other necessary circumstance(s) beyond the control of the board member which precludes timely physical attendance at a board meeting.
  2. The decision as to what constitutes a bona fide emergency is the responsibility of the Chair. Other members of the District Board of Trustees shall be advised of the remote attendance prior to the time of the meeting.
  3. Any electronic technology utilized pursuant to this section shall provide for open two-way communication.
  4. Under no circumstances shall remote electronic attendance be utilized to constitute a quorum for voting or other purposes.
- (7) Special meetings of the Board may be called on the request of the Chair of the Board, the College President or a majority of the Board. This meeting, when called by the Chair or College President, shall be announced by giving at least two (2) days written notice of the time and purpose to all Board members and the College President. Public notice of the meeting shall be given at least two (2) days prior to the meeting specifying the time, location and purpose of the special meeting. Actions taken at special meetings have the same force and effect as if taken at a regular meeting and the minutes of these meetings must be signed by the Chair or by a majority of the members of the Board.
- (8) All meetings of the Board are open to the public. Prior to any Board action, individuals may address the Board during the designated public comment period or at such other times as may be deemed appropriate by the Board. Any such address shall be limited to three (3) minutes per person and any extension thereto shall be at the discretion of the Board. The provisions of this section are general in scope and are not intended to preempt any other rights and entitlements prescribed by State Law.
- (9) *Robert's Rules of Order Newly Revised* shall be utilized as applicable and appropriate to assist the Board procedurally in the conduct of its business in all regular and special meetings of the Board.



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(General Authority: F.S. 1001.61, 1001.63, 1001.64, SBE Rule 6A-14-024, 6A-14.060)

(Adopted 04/27/76, Revised 06/23/80, 04/15/81, 03/20/85, 08/21/85, 8/20/86, 06/23/86, 06/23/87, 09/16/87, 12/19/91, 12/16/92, 5/27/93, 05/07/96, 10/07/97, 12/01/98, 04/04/06, 04/07/11, 12/04/12, 06/10/14, 02/09/16, 06/11/24, Formerly 6Hx7-1.14)

(Reviewed 02/11/14)