

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 2 - The Board of Trustees

2-1003 Meetings

Meetings of the BOT are of two kinds: regular meetings (of which one is the Annual Meeting) and special meetings.

- (1) Regular Meetings. Regular meetings of the BOT shall be called by the Chair not less than four (4) times a year for the purpose of approving the minutes of regular BOT meetings and Executive Committee meetings, and for considering such other business as may properly be brought before it.
- (2) Annual Meeting. The first regular meeting after July 1 shall be the Annual Meeting. The purpose of the Annual Meeting shall be to receive a report on the state of NCF by its President, to elect officers and the Executive Committee, and to conduct such other business as may properly come before the meeting. At the meeting at which a Chair is selected, the retiring Chair shall preside pro tempore if he/she is still a member of the BOT; if not, the retiring Vice Chair. If no officer or retiring officer remains on the BOT, the first named BOT member is the temporary Chair and will call for the election of a Chair pro tem. A Chair pro tem shall be elected by the BOT to preside at the election of a new Chair.
- (3) Special Meetings. Special meetings of the BOT may be called by the Chair or any three (3) members at such dates, times and places as may be specified in the call for the meeting.
- (4) Notice. Notice of the time and place of the Annual Meeting and all regular meetings of the BOT shall be sent by the Secretary to each member at least one (1) week before such meeting accompanied by an agenda of those matters scheduled to be raised for consideration and by the minutes of such Executive Committee meetings as may have been held since the BOT's last annual or regular meeting. Written notice of all special meetings shall be sent by the Secretary at least three (3) days in advance of the meeting. All notices of special meetings shall be sent to the address of record of each member and shall include the item or items of business to be considered. No matter may be considered at any special meeting that was not included in the call of that meeting except by a two-thirds vote of the trustees present at the meeting.
- (5) Quorum. Seven (7) members shall constitute a quorum for the conduct of business by the full BOT, except in those instances where a different quorum may be required by other statutory provisions. BOT members may participate via teleconference if they are unable to physically attend the meeting.
- (6) Vote. Approval of any proposal at any meeting of the BOT shall require the affirmative vote of a majority of those members present. BOT members shall be required to vote on all proposals made at any meeting; provided, however, that no member shall participate in any matter in which that BOT member has a conflict of interest as set forth in Chapter 112.3143, Florida Statutes, without first complying with the disclosure requirements set forth therein.
- (7) Open Meeting Requirements. All meetings of the BOT and its committees will be considered open as provided in the Florida Government in the Sunshine Act.
- (8) Agenda. For the Annual Meeting and each regular meeting, the President shall have prepared, in consultation with the Chair of the BOT, an agenda comprising such matters as the BOT, the Chair, the President and the chair of each standing committee shall refer for consideration. After receiving the Chair's approval, the Secretary shall mail a copy of this agenda to each member of the BOT at

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least one (1) week prior to the meeting of the BOT. Matters which arise subsequent to the sending of the agenda and prior to the convening of the meeting of the BOT shall be presented to the BOT at the time of the meeting as determined by the President in consultation with the Chair.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 09-29-01 as By-laws of the Board of Trustees of NCF; Revised 11-03-01, 05-25-02, 07-15-02, 08-24-02, 02-08-03, 02-05-05; Revised and renumbered 11-04-05; Revised 11-06-10, 03-10-17 (technical amendment)