

**TENTH AMENDMENT  
AND RESTATEMENT OF  
FLORIDA GULF COAST UNIVERSITY  
BOARD OF TRUSTEES  
BYLAWS**



## **I. Organization**

The Florida Gulf Coast University Board of Trustees (“the Board”) is established as a public body corporate, with all of the powers of a body corporate as provided by Florida law. The Board is vested with the authority to administer Florida Gulf Coast University (“University” or “FGCU”) in accordance with the Florida Constitution, Florida law, and delegation of the Florida Board of Governors. The Board is a corporation primarily acting as an instrumentality of the State of Florida pursuant to Section 768.28(2), Florida Statutes, for purposes of sovereign immunity.

## **II. Trustees**

The Board is comprised of thirteen (13) trustees, six appointed by the Governor, five appointed by the Florida Board of Governors, one member who is the President of the Faculty Senate and one member who is the President of the Student Government. Trustees who are appointed by the Governor and the Florida Board of Governors shall be appointed for staggered five-year terms and are subject to confirmation by the Florida Senate. Trustees shall continue to hold office until their successors have been appointed.

## **III. Powers and Duties of the Board**

The Board shall serve as the governing body of Florida Gulf Coast University. It shall select the President of Florida Gulf Coast University to serve at the pleasure of the Board and shall hold the President responsible for the University’s operation and management, performance, its fiscal accountability, and its compliance with federal and state laws and regulations, including those of the Board of Governors. The Board shall approve all members of a University direct support organization’s Board of Directors. The Board shall have the authority to carry out all lawful functions permitted by Bylaws, its Operating Procedures, Board of Governors regulations, or law. The Board may adopt regulations, rules, and policies consistent with the University mission, with law, and with the regulations and rules of the Board of Governors, in order to effectively fulfill its obligations under the law.

## **IV. Officers**

A. The corporate officers are the Chair, the Vice-Chair, and the University President (“President”) who serves as the Chief Executive Officer. The Chair and Vice-Chair shall be elected from the members appointed by the Governor and the Board of Governors at the first meeting after January 1. Bi-annually thereafter in even numbered years, the Board shall select the Chair and Vice-Chair. The term of office for Chair and Vice-Chair shall begin on February 1 and expire on the last day of January in the final year of said term. The Chair shall serve for two (2) years and may be re-selected for one (1) additional consecutive two-year term. Vacancies may be filled at any time by a majority vote of the members of the Board. The Chair and Vice-Chair will continue to hold office until their successors have been elected.

Officers may be removed at any time by the affirmative vote of a majority of the members of the Board.

- B. The Chair appoints the members of and serves as an ex officio voting member of all committees of the Board. The Chair will appoint all committee chairs. The Chair shall appoint at least one representative to the Board of Directors and the Executive Committee of each direct support organization.
- C. The Vice-Chair performs the duties of the Chair with full authority during the absence or disability of the Chair.
- D. The President serves as the Chief Executive Officer. The President shall be responsible to the Board for all operations and administration of the University and for setting the agenda for meetings of the Board in consultation with the Chair. The President may designate certain functions of the Corporate Secretary.

## **V. Meetings**

- A. Regular Meetings – At the first meeting of the calendar year, the Board shall establish a schedule of meetings for the ensuing year which shall provide for a minimum of four regular meetings; at least one scheduled in each quarter of the fiscal year (July 1 – June 30). The Chair shall notify the Governor or the Board of Governors, as applicable, in writing whenever a Board member has three consecutive unexcused absences from regular Board meetings in any fiscal year which may be grounds for removal by the Governor or the Board of Governors, as applicable.
- B. Annual Meeting – The annual meeting shall be the last regular meeting scheduled in the fiscal year.
- C. Special Meetings – The Board will meet in special meetings, including hearings and workshops, at a time and place designated by the Chair.
- D. Emergency Meetings – An emergency meeting of the Board may be called by the Chair upon no less than twenty-four (24) hours' notice whenever, in the opinion of the Chair, an issue requires immediate Board action. Whenever such emergency meeting is called, the Chair will notify the President who will immediately serve either verbal or written notice upon each member of the Board, stating the date, hour and place of the meeting and the purpose for which the meeting has been called. No other business will be transacted at the meeting unless additional emergency matters are agreed to by a majority of those Board members in attendance. The minutes of each emergency meeting will show the manner and method by which notice of such emergency meeting was given to each member of the Board.
- E. Meetings of the Board are open to the public and all official acts, other than those exempted by Florida Statutes, shall be taken at public meetings. As required by law,

minutes of Board meetings shall be kept by the Corporate Secretary or designee, who shall cause them to be printed and preserved. Within two (2) weeks after a Board meeting, detailed meeting minutes for all meetings, including the vote history and attendance of each trustee, shall be posted prominently on the University's website. The schedule of meetings shall also be available on the University's website at <http://www.fgcu.edu> (Board of Trustees).

F. Executive Sessions – As provided by law, the Board may conduct closed executive sessions when it meets to consider or discuss such matters as pending litigation, collective bargaining, or evaluation of claims filed with a risk management program.

G. Notice of Meetings

1. Notice of regular meetings, committee meetings, and special meetings of the Board will be given not less than seven (7) days before the event and will include the Agenda or a statement of the general subject matter to be considered.
2. Whenever an emergency meeting is scheduled to be held, the Corporate Secretary will notify with a press release all media outlets in the five (5) county FGCU service area, including the time, date, place, and purpose of the meeting.
3. Notwithstanding anything in these bylaws to the contrary, all such notice matters shall meet the requirements of Florida law regarding public meetings and public records.

H. Meetings by means of Telephone Conference Calls and other Communications Media Technology

1. The Board may use telephone conference calls and other communications media technology to conduct Board business in the same manner as if the proceeding were held in person.
2. To attend a meeting of the Board by telephone conference or other means of communications media technology, the member shall provide the President or designee a written request to attend the Board meeting by telephone conference or other means of communications media technology at least fourteen (14) days in advance. A member may attend a meeting by telephone conference or other means of communications media technology provided that the member can hear and speak to all other members (allowing for simultaneous transmission). Participation by a member by telephone conference or other means of communications media technology shall constitute attendance in person at the meeting.
3. The Board may participate in and hold a meeting of which all members participating in the meeting can hear and speak to each other (allowing for

simultaneous transmission) provided that thirty (30) days' notice is given to the President. Participation in such meeting shall constitute attendance in person at the meeting. The notice of any meeting which is to be conducted by means of communication media technology, will state where and how members of the public may gain access to the meeting and such notice shall meet the requirements of paragraph IV(G) above.

- I. Quorum – A majority of the members of the Board must be present and voting to constitute a quorum for the transaction of business. No business will be transacted without an affirmative vote of the majority of the members of the Board present at a meeting where a quorum of the Board is present. The use of proxies for purposes of determining a quorum, for voting, or any other purpose is prohibited.
- J. Parliamentary rules – The most recent edition of “Roberts Rules of Order” will be followed in conducting the meetings of the Board, unless otherwise provided by the Board.

## **VI. Agenda**

- A. The President or designee shall prepare the agenda for meetings of the Board in consultation with the Chair. Any request by a trustee to include an item on the agenda shall be made in writing to the President sufficiently in advance of the meeting to permit a determination to be made as to the propriety and practicability of including that item on the agenda. In consultation with the Chair, the President or designee will assemble the items received with sufficient time to prepare the agenda in advance of each meeting and provide a copy of the agenda to each member of the Board at least seven (7) days prior to the meeting. If additional items or supporting documentation become available, a supplemental agenda will be provided at least two (2) days prior to the meeting.
- B. Unless otherwise stated by the Board, the agenda for the Board meetings shall include:
  - 1. Opening Remarks by the Chair
  - 2. Standing Reports
  - 3. President’s Report
  - 4. Consent Agenda
  - 5. Academic/Student/Faculty Affairs Committee
  - 6. Finance, Facilities, and Administration Committee
  - 7. Audit and Compliance Committee
  - 8. Old Business
  - 9. New Business
  - 10. Closing Remarks by the Chair
  - 11. Adjourn

- C. Unless otherwise noted on the agenda, public comment on an agenda item will be heard during the appropriate committee in accordance with Section VI, Appearances Before the Board.
- D. Upon approval of the Board Chair, Board committee chairs may bring additional items not included on the published agenda to the full Board meeting.
- E. The Board may also consider agenda items, not included in the published agenda, that are emergencies. The agenda item will include a statement of the nature of the emergency requiring Board action. Information relating to an emergency item will be distributed to the Board prior to or at the beginning of the meeting.

## **VII. Appearances Before the Board**

- A. The Board will afford to each individual and representatives of groups a reasonable opportunity to be heard on any agenda item. Public input will be accepted by the Board immediately following committee discussion on each item and before any votes. An individual or representatives of groups may be heard on any Board agenda item by completing a request form and submitting it prior to the Agenda item being heard. The request form will include the individual's name, address, and agenda item to be addressed. Speaker's comments will be subject to a three (3) minute maximum time limitation. Speakers shall confine their remarks only to the agenda item being addressed. If it appears that there are more speakers desiring to speak than may be accommodated, the Board may reduce the maximum amount of time allowed each speaker, or limit the number of speakers that may address an agenda item or topic. In order to proceed with the essential business of the Board in an orderly manner, any speaker who attempts to disrupt a Board meeting will be subject to appropriate action (including removal) pursuant to law.
- B. An individual or group representative who desires to submit an item for the Board's Agenda concerning a subject within the Board's jurisdiction must submit a written request to the President, 10501 FGCU Blvd. South, Fort Myers, FL 33965-6565. The written requests must state the individual's name, address, the item that they would like the Board to consider placing on the agenda, and the reasons thereof. Requests received later than twenty-one (21) days before the meeting may be deferred to the next meeting for consideration. The President, in consultation with the Chair, will determine if and when the item will be heard and may decline to hear any matter determined to be outside the Board's jurisdiction.

## **VIII. Committees**

- A. The Finance, Facilities, and Administration Committee shall review and recommend for consideration by the Board policies related to the financial and administrative functions of the University. The Chair shall appoint any number of Trustees to the Finance, Facilities, and Administration Committee and designate one (1) to serve as

the Committee Chair. The Vice President for Administrative Services and Finance shall serve as staff to the Finance, Facilities, and Administration Committee.

- B. The Academic/Student/Faculty Affairs Committee shall review and recommend for consideration by the Board policies related to the academic and student affairs functions of the University. The Chair shall appoint any number of Trustees to the Academic/Student/Faculty Affairs Committee and designate one (1) to serve as the Committee Chair. The Provost and Vice President for Academic Affairs shall serve as staff to the Committee for purposes of academic and faculty affairs matters. The Vice President for Student Affairs shall also serve as staff to the Committee for purposes of student affairs issues.
- C. The Audit and Compliance Committee shall review and recommend for consideration by the Board, charters, plans, policies, and other documents related to the audit, as well as the compliance functions of the University. The Chair shall appoint any number of Trustees to the Audit and Compliance Committee and designate one (1) to serve as the Committee Chair. The chief audit executive as well as the chief compliance & ethics officer shall serve as staff to the Committee for purposes of audit and compliance responsibilities and functions.
- D. The Chair may establish additional ad hoc committees as deemed necessary for the orderly conduct of the business of the Board. Each ad hoc committee shall have a minimum of three members of the Board. In addition, the Chair may appoint to any standing or ad hoc committee (including the Finance, Facilities, and Administration Committee, the Academic/Student/Faculty Affairs Committee, and the Audit and Compliance Committee) one or more member(s), who shall serve on said committee(s) for a term designated by the Chair, or if no term is designated until removed by the Chair.
- E. Authority – No committee has the power or authority to commit the Board to any policy or action unless specifically granted such power or authority by the Board. Committee Chairs will report committee action as a recommendation for consideration and action by the Board. If the Board, however, authorizes a committee to act on a matter referred to it, the Committee Chair will report the action taken to the Board at its next scheduled meeting.
- F. The Board may act as a Committee of the Whole. In the event the full Board is serving on any committee, the action of the committee by a majority of the committee members where a quorum is present shall constitute the action of the Board without further action.

## **IX. Committee Meetings**

- A. Any committee of the Board may meet upon call of its Chair to carry out its duties and responsibilities. Meetings shall be noticed under the procedures established for

the Board.

- B. Quorum – A majority of the members of a committee must be present and voting to constitute a quorum for the transaction of business.
- C. Persons desiring to appear before a committee of the Board shall make such written request to the President, Florida Gulf Coast University, 10501 FGCU Blvd. South, Fort Myers, FL, 33965-6565 following the procedure specified for Board meetings in paragraph VI above.
- D. Persons desiring to place a new item before a committee shall make such a written request to the President, Florida Gulf Coast University, 10501 FGCU Blvd. South, Fort Myers, FL, 33965-6565 following the procedure specified for Board meetings in paragraph VI above.

#### **X. Communications Policy**

- A. Communication with Board – It is the policy of the Board that there shall be a useful exchange of information between the Board and the various constituencies served by the University. The purpose of this policy is to enable the Board to make informed judgments in taking actions that affect the governance of the University. To this end, the President, as chief executive officer, is charged with the responsibility of maintaining communication between the Board and the various University constituencies, including students, faculty, staff, alumni, and others, as appropriate.
- B. The President is expected to inform the Board in an accurate and timely fashion of the views of various University constituencies and to apprise and educate the Board concerning significant issues, opportunities, achievements, and concerns that have or will confront the University and those constituencies. To aid in that process, the President is encouraged to invite other members of the University community to attend and participate in meetings of the Board or its committees. The President, in choosing representatives of constituencies to participate in meetings, may select representatives from existing support organizations now serving the University, such as: Faculty Senate, Student Government, Staff Advisory Council, Alumni Association, the Florida Gulf Coast University Financing Corporation, and the Florida Gulf Coast University Foundation Inc. In addition, when relevant and appropriate, the President may, from time to time, arrange for other informed students, faculty, staff, alumni, benefactors, and interested parties to present views to the Board or its committees.
- C. Spokesperson for the Board – The Board’s designated spokesperson shall be its duly elected Chair, or if delegated by the Chair, its Vice-Chair. Individual Board members may speak as such to the public and media, but speaking for the Board is the responsibility of the Chair.



- D. Any public records requests made of the Board are to be directed to the University President or designee, in accordance with Florida's statutorily-defined terms and provisions related to records of public entities. The University President or designee will inform the Board of any such request, and provide copies of responses as applicable.

## **XI. Miscellaneous Provisions**

- A. Amendments – These bylaws may be altered, amended, or repealed by the affirmative vote of a majority of the Board members voting in any regular or special meeting having a quorum.
- B. Indemnification – Whenever any civil (including administrative) or criminal action or threat of action has been asserted against a current or former Trustee or President for any act or omission arising out of and in the course of the performance of his or her University duties and responsibilities, the University shall defray all cost of defending such action or threat of action, including reasonable attorney's fees and expenses together with cost of appeal, and shall save harmless and protect such person from any financial loss resulting from the performance of his or her duties and responsibilities unless (a) indemnification is prohibited by law, or (b) the Board determines by a vote of at least two-thirds (2/3) of its members then serving that said individual acted in bad faith or with willful misconduct. Claims based on such actions or omissions may be settled prior to, during, or after the filing of suit or commencement of other formal process thereon. The Board may arrange for and pay the premium for appropriate insurance to cover all such losses and expenses. University duties and responsibilities shall include service to other entities, including service on affiliate boards or committees, where such service is assigned, required or requested by the University or is due to University responsibilities or roles. Nothing in this provision shall waive or derogate from the application or protection of insurance, or of sovereign or other immunity under any law or constitution. Any available insurance and immunity shall provide primary protection. However, indemnification under this provision shall be provided to an affected current or former Trustee or President who qualifies for indemnification under this Section when he or she is not promptly or adequately protected by insurance or immunity on the following condition. The indemnified person shall first agree in writing to use best reasonable efforts to provide, to the extent possible, for the University to obtain the benefit of the indemnified person's right to insurance coverage or other protection, whether by assignment, cooperation, subrogation or other means.
- C. Limitation of Liability – The Board is a public body corporate primarily acting as an instrumentality or agency of the state pursuant to Florida law for purpose of sovereign immunity.
- D. Ethics Policy – Trustees stand in a fiduciary relationship to the University. Therefore, Trustees shall act in good faith with due regard for the interests of the University and

shall be guided by the provisions set forth in Florida law for the conduct of public officers. The Board shall adopt a written ethics policy, as well as a written conflict of interest policy that will be included in these bylaws which will be reviewed periodically and revised as necessary.

- E. Suspension of bylaws – Any provision of these bylaws may be suspended in connection with the consideration of a matter before the Board by an affirmative majority vote of the members then serving.
- F. Service of Process – In all suits against the Board, service of process shall be made on the Office of the General Counsel on the Main Campus located at 10501 FGCU Boulevard South, Fort Myers, FL, 33965-6565.
- G. Corporate Seal – The Board’s corporate seal shall be used only in connection with the transaction of business of the Board and the University. The President or designee may affix the seal on any document signed on behalf of the corporation. Permission may be given by the President or designee for the use of the seal in the decoration of any University Building or in other special circumstances. The corporate seal of the Board shall be consistent with the following form and design:

