

# **Advisory Board Charter**

## **Department of Civil and Environmental Engineering**

### **FAMU-FSU College of Engineering**

Last Revision April 27, 2018

#### **Purpose and scope**

The purpose of the Advisory Board (AB) for the Department of Civil and Environmental Engineering is to endorse, promote, and support the department in accomplishing its mission, meeting its challenge, and defining and reaching short and long-term goals. In addition, the advisory board will stay informed of any changes in the mission and goals of the FAMU-FSU College of Engineering as well as those of both partner universities, Florida A & M University (FAMU) and Florida State University (FSU) and work with the department to be in alignment with those missions and goals.

#### **Membership**

- Members of the board will be representatives, affiliates, and associates from industry, government agencies, military, and academia outside of FAMU and FSU, and professional societies associated with the civil and environmental engineering profession. The chair of the Department of Civil and Environmental Engineering is an ex-officio non-voting member.
- The advisory board shall consist of members sufficient in number to promote and actively assist the department in achieving and fulfilling its mission and goals and assist with fundraising efforts. Membership will be limited to a maximum of 20 members. Each member will have demonstrated outstanding qualities of knowledge and leadership in the civil and environmental engineering or affiliated professions and have a serious intention to promote the excellence of civil and environmental engineering education through dedicated service to the department.
- The advisory board members will be nominated and approved by the chair of the Department of Civil and Environmental Engineering after consultation with the department faculty and the AB members.
- The AB members will be appointed to serve one full three-year term. Membership may be extended beyond the three-year term at the willingness of the member to serve and the discretion of the department chair.
- Board members are required to attend the annual board meetings. Members missing two (2) consecutive board meetings may be requested to resign.
- Members are strongly encouraged to participate in the following activities associated with the department:
  - Support the capstone Senior Design through activities supporting Senior Design, including but not limited to team sponsorships, mentoring, and judging.
  - Assist with ABET Assessments by completion of AB and employer surveys.
  - Guest speaking and seminars

- Assist with student societies
  - Participate in Engineers without Borders
  - Software training
  - Monetary contributions
  - Contribute to the Civil and Environmental Engineering library
- A chair and vice-chair or co-chairs will be elected at the annual board meeting to serve a one-year term beginning on the date of the meeting at which they are elected. Duties of the chair are outlined below in the Organization Section.

## Meetings

- At least one annual meeting of the advisory board will be held at the FAMU-FSU College of Engineering in Tallahassee, Florida. At the annual meeting, new board members whose names have been nominated will be placed before the board for discussion and election as appropriate. A chair and vice-chair or co-chairs will be elected. Other business may be brought before the board during meetings and transacted. A recorder will keep minutes of all meetings.
- Special meetings of the advisory board may be held at any time and place designated by the chairman of the board.
- The presence of the majority (greater than 50%) of the board members, in person, will constitute a quorum at any meeting and all issues will be determined by a majority vote.
- Meetings will be conducted according to parliamentary procedure as outlined in *Robert's Rules of Order*. These rules, based on common sense and logic, protect:
- the right of the majority to decide
  - the right of the minority to be heard
  - the rights of individual members
  - the rights of absentees
  - the rights of the organization to supersede the rights of individual members
- The board chair may conduct meetings through conference calls or similar communication methods if all members participating in such meetings are able to hear and speak to each other.

## Organization

The advisory board chair, vice chair, or a co-chair will preside at all meetings. In the absence or inability of the chair to serve, the vice-chair or co-chair will serve as the presiding officer. In the absence of the vice chair or co-chair, the department chair will

serve as board chair. The organization of the board may consist of several standing subcommittees as the board finds necessary.

The chair, vice-chair or co-chairs will meet with the department chair throughout the duration of their term as needs arise.