

**BYLAWS  
Of the  
Mechanical Engineering Advisory Council  
Of the  
Department of Mechanical Engineering  
Florida A&M University- Florida State University College of Engineering**

***I. Purpose***

The Mechanical Engineering Advisory Council (MEAC) is a group of industrial, government, business, academic, and professional leaders who are interested in the vitality of the Department of Mechanical Engineering and the Florida A&M University - Florida State University College of Engineering. The Council helps the Department of Mechanical Engineering and the College of Engineering to strengthen learning, research, and outreach programs, improve facilities, and expand their base of support. In addition, the Council will advise the Department and College on industry's perspective on engineering education, and help with the implementation of dual-degree and advanced degree programs. Council members will actively participate in the continual assessment of the department and college progress, the development of college/industry partnerships, and assist the department and college as requested and appropriate.

***II. Membership***

The Mechanical Engineering Advisory Council is nominally composed of 15 members, appointed by the Chair of the Mechanical Engineering Department with the advice and consent of the Council. The presence at a meeting of half the current members constitutes a quorum.

The term of membership is five years with a maximum of three consecutive terms. Terms are staggered so that approximately 25 percent of the membership, consisting of either new or existing members are appointed or reappointed each year. Members are automatically reappointed at the completion of their terms unless the member resigns or is otherwise removed. The membership year begins at adjournment of a spring meeting of the Council and extends to adjournment of the next spring meeting.

Membership of the Council is expected to be representative of the diverse activities and constituencies of the college. Members are expected to attend each meeting of the Council, and participate in assigned responsibilities. Failure to attend scheduled meetings is cause for removal from membership.

***III. Officers***

The officers of the Council consist of the chairperson, the vice chairperson and the secretary; they are elected from the membership of the Council. The term of service of the officers is two years. They are eligible for re-election for additional terms. The officers are chosen without regard for their normal period of service on the Council, and their appointment to the MEAC is extended until the end of tenure in office if their term as a member expires during their term of office.

The chair shall organize and preside over meetings of the Council and provide guidance in achievement of its goals. The vice-chair shall preside over Council meetings in the absence of the chair, and provide the chair assistance in its duties. The vice chair has responsibility for coordinating

the activities of committees of the Council, and for any other specific duties assigned by the Council or the Council chairperson. The secretary will maintain the membership rolls and record the meeting minutes and action items and distribute them to the Council members and the Department Chair. In the absence of the elected secretary, the meeting chair shall appoint an acting secretary for that meeting. The acting secretary shall produce the meeting documents and forward them to the secretary for action/distribution.

Election of the Council officers will take place at a spring meeting, with offices assumed at the conclusion of that meeting. A simple majority of votes cast by members present is required for election.

#### ***IV. Meetings***

The Council normally meets two times a year, in the fall and spring of each academic year. In addition to the scheduled regular meetings held each year, special meetings of the Council and/or of its subcommittees may be called by the Department Chair, the Dean of the FAMU-FSU College of Engineering, or the MEAC chair. The Council takes action as a body of the whole: however, standing and/or working committees can be established and appointed by the chair, and represent the Council for specific assignments or responsibilities.

The Council Chair, in collaboration with the Department Chair, sets the dates for meetings of the Council. The Department of Mechanical Engineering is responsible for meeting arrangements. The Council Chair and Vice chair, also in collaboration with the Department Chair, prepare the agenda for the meetings and supply it to all members of the Council prior to each meeting. At the end of each meeting, the Council establishes the dates and makes suggestions for the agenda for the next and/or for future meetings.

#### ***V. Bylaws Revision***

Revisions to the bylaws can be proposed by any Council member and by the Department Chair. Proposed revisions must be supplied to all members of the Council prior to the meeting where action on the proposals will be taken. A two-thirds majority of all members present is required for approval.

#### ***VI. Disclaimer of Liability***

The Council does, by this article, for itself and on behalf of its individual members, disclaim any and all liability for any losses, claims, demands, or actions arising or resulting from the recommendations or advice made or given in good faith to the FAMU-FSU College of Engineering, the Department of Mechanical Engineering and to other departments of College of Engineering or the sponsoring universities, pursuant to the activities anticipated herein. It is intended that the College of Engineering and the Department of Mechanical Engineering, as well as other college and university entities, exercise independent judgment and evaluate for themselves the usefulness of the advice and recommendations so given.

***Approved and adopted by the Council in session, April 13, 2007.***

*James W Sturges*

*Chair, Mechanical Engineering Advisory Council*

*Charles A Smith*

*Vice Chair, Mechanical Engineering Advisory Council*

*John A Harris, Jr*

*Secretary, Mechanical Engineering Advisory Council*