

**BYLAWS OF  
THE FLORIDA COLLEGE SYSTEM  
COUNCIL OF PRESIDENTS**

**ARTICLE I - NAME AND MEMBERSHIP**

**Section 1. Name**

The name of the council shall be The Florida College System Council of Presidents, hereinafter referred to as "The Council of Presidents" or "The Council."

**Section 2. Membership**

The membership of the Council of Presidents shall be comprised of the President of each college of the Florida College System. The Florida College System is a single system of twenty-eight public colleges authorized to offer certificates, associate and baccalaureate degrees.

**ARTICLE II - PURPOSES AND RESPONSIBILITIES**

**Section 1. Purposes**

The Council of Presidents shall serve as the deliberative body on issues and matters of concern to Florida's public college system and will provide information, as it deems appropriate, to the State and Federal Executive and Legislative branches and to the Chancellor of the Florida College System, the Commissioner of Education, the State Board of Education and other public and private entities and individuals as appropriate. The purposes of the Council shall be:

- To develop a strong sense of unity and purpose among Florida's public system of colleges to promote the value of the colleges to the economic, social and cultural development of the State of Florida.
- To advise and advocate to the State and Federal Executive and Legislative branches and to the Chancellor of the Florida College System, the Commissioner of Education, the State Board of Education and other public and private entities and individuals on behalf of Florida's public colleges.
- To propose an annual legislative budget request for the Florida College System.
- To develop and advocate, in cooperation with appropriate entities, a legislative agenda for the Florida College System.
- To develop and advocate policy recommendations regarding statewide public college issues.
- To direct and coordinate the work of the Councils of Instructional Affairs, Student Affairs, Resource Development and Business Affairs, and other constituent councils or commissions created by the Council.
- To oversee the coordination of statewide functions, such as risk management and co-curricular and intercollegiate athletics, that benefit the Florida College System.

- To maintain close working relationships with the state university presidents, the independent college presidents, the school boards, the superintendents of schools and other public and private entities and individuals
- To support the professional development of Florida's College System presidents and trustees.

## **Section 2. Responsibilities**

The Council of Presidents may provide recommendations to public and private entities and individuals including the Chancellor of the Florida College System, the Commissioner of Education and the State Board of Education regarding necessary statewide coordination in all aspects of public college operations. The members of the Council of Presidents shall serve as the Board of Directors of the Florida College System Risk Management Consortium (participating members only), the Florida College System Activities Association and shall serve as members of the Policy and Advocacy Committee, an official committee of the Association of Florida Colleges. The Council of Presidents may establish and oversee additional councils and committees as deemed necessary to carry out its duties and responsibilities. The Council of Presidents shall provide orientation to presidents new to the system and shall expect members to participate in a manner consistent with its bylaws and recommendations.

The Council of Presidents recognizes the Council for Instructional Affairs, the Council of Business Affairs, the Council of Student Affairs, the Council for Workforce Education, and the Florida Council for Resource Development as continuing subordinate councils and shall direct and monitor their work and the work of their subcommittees in furthering the Council's purposes. All recommendations from these councils shall be submitted to The Council of Presidents for consideration, review and approval, or other appropriate action. Additional committees may be established by the Council of Presidents to report to either The Council of Presidents or to its approved subordinate councils. The Council of Presidents recognizes the Association of Florida Colleges as its administrative agent.

## **ARTICLE III - MEETINGS**

### **Section 1. Regular Meetings**

The dates and times for regular Steering Committee and business meetings shall be established and published by The Council of Presidents to its members, and to other interested parties. There will be a minimum of 6 face to face meetings each year with other meetings being held virtually. All meetings will have the opportunity to have virtual access for the purpose of members able to engage in discussion and voting. The Chair shall be authorized to change the time and place of regular meetings as may be necessary to avoid conflicts and may cancel meetings. Written notice of steering and business meetings shall be given.

### **Section 2. Special and Emergency Meetings**

Special meetings may be called by the Chair, or upon a written request signed by at least one-half of the members of the Council of Presidents. Emergency meetings may be called by the Chair of the Council of Presidents. Written notice of such meetings shall be given.

### **Section 3. Voting at Regular, Special and Emergency Meetings**

Only the Members of the Council of Presidents shall have authority to vote on any matter presented to the Council. No proxies will be considered for quorum or voting.

## **ARTICLE IV - ORGANIZATION**

### **Section 1. Officers**

The officers of The Council of Presidents shall be the Chair and the Vice-Chair.

### **Section 2. Steering Committee**

The Steering Committee shall consist of a Chair, Vice-Chair, six members-at-large elected by The Council, and one appointed position which may be filled at the option of the Chair by a member appointed by the Chair, or which may remain vacant. The Vice-Chair from the previous year shall serve as the new Chair for a one-year term. A new Vice-Chair shall be elected each year by a vote of the entire Council membership, and shall serve a one-year term. The six members-at-large shall serve staggered two-year terms. Three of the six members-at-large shall be elected each year. The appointed members shall serve for a one-year term only. All terms shall begin in June of each year and end in May of the appropriate year.

The Steering Committee shall be responsible for assisting the Chair in setting the agenda. The Chair shall be the key contact for the Council and may consult the Steering Committee for advice to the extent possible.

### **Section 3. Policy and Advocacy Committee**

The Policy and Advocacy Committee shall consist of all Council of Presidents members and the CEO of the Association of Florida Colleges, as outlined in the AFC Bylaws, may request that the AFC hire staff, if deemed appropriate, who will provide ongoing staff support for the Committee and the Council. Staff will take direction from the Council chair and the Chair of the P&A Committee (Council Vice-Chair), and shall be responsible for policy development, issues development and research, legislative advocacy and other duties as may be assigned. Each year the organization will put forth a Policy and Advocacy Agenda for the upcoming Legislative year no later than September 30th. The entire voting membership will have the opportunity to vote on this agenda. A super majority of 60% of membership (17 presidents) shall be required to approve the Policy and Advocacy Agenda. The Council Presidents in consultation with the P & A Chair may designate a P & A Workgroup with a Chair and members who shall work in support of the Council of Presidents to carry out its annual legislative platform.

### **Section 4. Election of Vice-Chair and Steering Committee Members and Organization Structure**

In May of each year, and in addition to a nomination submitted by the Steering Committee, the Chair shall invite nominations from the Council and volunteers for election to the office of Vice-Chair and Vice Chair-elect. All nominations and offers of service shall be certified by the Chair on a written ballot. No later than June 30 annually, all members of the Council of Presidents shall vote by written ballot to choose a new Vice-Chair. Each member of the Council shall have one vote.

Also, no later than June 30 of each year, the Council of Presidents shall hold an election for the three Steering Committee member-at-large positions for which the two-year term is ending. The

member should consider such issues as gender, race, size of institution and geographic diversity in voting for Steering Committee Members. The members who receive votes shall be ranked by the number of votes received and the three members with the highest number of votes shall serve as Steering Committee members-at-large for a two-year term.

The organization shall select a Parliamentarian each year as part of the Executive Council of the organization. Roberts Rules of Order and Parliamentarian will be the final decider in any procedural issues that are challenged by its membership.

### **Section 5. Chair, Vice-Chair and Standing Committees**

The Chair shall preside at all meetings and shall serve as spokesperson of the Council of Presidents and liaison with the Chancellor of the Florida College System, the Commissioner of Education, and State Board of Education. The Chair shall appoint members to serve on The Council of Presidents committees and as liaison to other groups and organizations. The Chair shall appoint members who will chair standing committees to oversee the Florida College System Risk Management Consortium and the Florida Community Colleges Activities Association. With the advice and consent of The Council of Presidents, the Chair shall appoint committees as deemed necessary. Membership of these committees should reflect the gender, race, and geographic diversity of The Council of Presidents. The Chair may appoint other ad-hoc committees as may be necessary. The Vice-Chair shall preside at meetings in the absence of the Chair.

### **Section 6. Order of Business**

The order of business for regular meetings shall be as follows: 1) Call to Order; 2) Quorum check/Roll Call; 3) Approval of previous minutes; 4) Report of the Chair; 5) Report of the Chancellor, Division of Florida Colleges; 6) Report of the Chancellor, Workforce Education; 7) Work Group Reports/Councils Reports; 8) Reports of the Association of Florida Colleges, the Florida College System Activities Association and Other Organizations; 8) Adjournment.

Other matters for the agenda should be forwarded to the Chair ten (10) days prior to the date of regular meetings. There must be 48-hour notice of the action items on business agenda or for emergency actions. This notice will be sent via email or written request as an action item to each President. A formal vote will be taken for each action item with specific notations of who voted in favor or against action items. The current Chairperson of the COP and/or the P&A Chair after consulting with the steering committee will be the only individuals allowed to request emergency actions and votes from the organization. All other agenda items and action items of the organization can be placed on an agenda by an eligible council member.

### **Section 7. Minutes of Meetings**

The Chair, or designee, shall provide for minutes of each meeting and shall maintain the minutes of all regular and special meetings. The Chair, or designee, shall maintain a file of the minutes for a period of at least seven years. The minutes shall be distributed by the Chair to each member and to the Chancellor at least one week prior to the date of each regular meeting.

### **Section 8. Quorum**

A quorum for The Council of Presidents shall consist of a majority of the members of the Council, including designees as specified in Article III, Section 3 of the Bylaws. A quorum for any committee of The Council shall consist of a majority of  $\frac{1}{2}$  of the membership plus one. The business of The Council of Presidents, or other committees, may be conducted by conference telecommunications

devices or other electronic means, provided the quorum requirements are met and reasonable notice is provided to the Council with appropriate agenda(s). Written minutes shall be kept of such meetings. When the members of the Council convene as the Board of Directors of the organizations cited in Article 11, Section 2, a majority of the Board shall constitute a quorum.

### **Section 9. Bylaws Amendments**

Amendments to these bylaws may be made in emergency situations by unanimous vote of all members present at any regular meeting, or by majority vote of the members present at a regular meeting in response to a motion to amend lodged at a previous regular meeting.

Approved by The Council of Presidents – September 28, 2001

Revised by The Council of Presidents – September 10, 2009

Revised by The Council of Presidents – September 9, 2011

Revised by The Council of Presidents----October 12, 2012

Revised by The Council of Presidents – June 11, 2018

Revised by The Council of Presidents – August 28, 2020