



June 24, 2020

**TO:** THE DISTRICT BOARD OF TRUSTEES  
OF VALENCIA COLLEGE

**FROM:** SANFORD C. SHUGART  
President

**RE:** POLICY ADOPTIONS

Amendments to the policies listed below are proposed to update and better align with applicable laws and regulations, to eliminate obsolete language, and to reflect current and improved practices:

- Policy 6Hx28: 1-01 – Organization, Authority, and Location
- Policy 6Hx28: 1-02 – General Organization
- Policy 6Hx28: 1-03 – Meetings of the District Board of Trustees
- Policy 6Hx28: 1-04 – Rules of Procedures of Meetings of the District Board of Trustees
- Policy 6Hx28: 1-05 – Officers and their Duties
- Policy 6Hx28: 1-06 – The President of the College
- Policy 6Hx28: 1-07 – Valencia College-Wide Faculty Association
- Policy 6Hx28: 1-08 – College Strategic Planning
- Policy 6Hx28: 1-10 – Policy Against Improper Activities; Whistleblower Protection
- Policy 6Hx28: 1-11 – Indemnification
- Policy 6Hx28: 1-13 – Review and Amendment of Governance Policies

**RECOMMENDED ACTION:**

The President recommends that the District Board of Trustees of Valencia College approve Policies 6Hx28: 1-01 – Organization, Authority, and Location; 6Hx28: 1-02 – General Organization; 6Hx28: 1-03 – Meetings of the District Board of Trustees; 6Hx28: 1-04 – Rules of Procedures of Meetings of the District Board of Trustees; 6Hx28: 1-05 – Officers and their Duties; 6Hx28: 1-06 – The President of the College; Policy 6Hx28: 1-07 – Valencia College-Wide Faculty Association; Policy 6Hx28: 1-08 – College Strategic Planning; 6Hx28: 1-10 – Policy Against Improper Activities; Whistleblower Protection; and 6Hx28: 1-11 – Indemnification, and Policy 6Hx28: 1-13 – Review and Amendment of Governance Policies, as presented.

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President



**POLICY: 6Hx28:1-05**

**Responsible Executive:**  
Vice President, Policy and General  
Counsel

**Policy Contacts:** Vice President, Policy  
and General Counsel

**Specific Authority:** 1001.61-65, 1004.70, F.S.

**Law Implemented:** 1001.61-65, 1004.70, F.S.

**Effective Date:** ~~11-20-2001~~~~xx6-xx24-~~  
2020

**Date of Last Policy Review:**  
xx6-xx24-2020

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## Officers and Their Duties

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### Policy Statement:

#### I. Officers and Elections

At its first regular meeting after July 1 of each year, the District Board of Trustees shall organize by electing a Chair, whose duty as such is to preside at all meetings of the District Board of Trustees, to call special meetings thereof, to enforce parliamentary rules, and to attest to actions of the District Board of Trustees, and a Vice Chair, whose duty as such is to act as Chair during the absence or disability of the elected Chair. The Chair shall sign all papers and documents as required by law or as authorized by action of the District Board of Trustees.

#### II. Election of Officers

The election of the officers of the District Board of Trustees shall be conducted at the organizational meeting ~~in July~~ in accordance with the following procedure:

- A. Nominations shall be received from the floor for the office of Chair.
- B. If there is only one nominee for the office of Chair, a member may move election of the nominated candidate. The vote on the motion shall be by unanimous consent. Otherwise, a roll call vote shall be taken.
- C. If there are two or more nominees, election shall be conducted by roll call vote. The first nominee receiving the majority vote is elected.

- D. If there are three or more nominees and no one is elected on the first ballot, the nominee who received the least number of votes on the ballot will be dropped. This procedure shall be used until a nominee has been elected. In case of a tie for the least number of votes, balloting shall continue on all candidates until the tie is broken.
- E. This process shall be repeated for the office of Vice Chair.

III. Vacancies

- A. In the event of a vacancy in the office of the Chair, ~~the District Board of Trustees shall, at its first meeting after the vacancy occurs, elect the Vice Chair to~~ shall assume the position of Chair to serve out the Chair's term of office.
- B. In the event of a vacancy in the office of the Vice Chair, including when the Vice Chair assumes the office of the Chair, an election shall be held for the unexpired term of the Vice Chair at a subsequent meeting of the District Board of Trustees in accordance with Section 1-05, BII, A-D.
- C. The President of the College shall notify the Chancellor of the Florida College System ~~Institution~~ within fourteen (14) days of the results of the election.

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**Policy**

**History:**

Replaced former Policies 6Hx28:01-00, 6Hx28:02-00, 6Hx28:02-01, 6Hx28:02-02, 6Hx28:02-03, 6Hx28:02-05, 6Hx28:04-01 and 6H28:04-02; Formerly 6Hx28:01-05; Amended 11-20-01; Amended xx6-xx24-2020

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**Procedures:**

None

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