



DEPARTMENT OF CIVIL, ENVIRONMENTAL & GEOMATICS ENGINEERING

College of Engineering & Computer Science
Florida Atlantic University

Department Advisory Board Bylaws

The Department of Civil, Environmental and Geomatics Engineering (CEGE) Advisory Board (DAB) recognizes the continuing interest of working to ensure that the graduates of the Department are well prepared to support the needs of and play leadership roles in civil, environmental and geomatics engineering related professions. All DAB members are expected to assist the Florida Atlantic University Department of Civil, Environmental & Geomatics Engineering ("Department"), its faculty and staff with its creative development and the fulfillment of the Department ([Civil Engineering](#); [Geomatics Engineering](#)), [College](#), and [University](#) missions.

1.0 DAB Objectives

The DAB will seek to support the development of the Department by advising and assisting in the continued growth and evolution of all academic, resources, outreach and events programs. Specifically, the objectives of the DAB are:

- 1.1. **Academic:** To consult with the Department faculty regarding issues related to the educational mission of the Department; to advise the Department of the needs of the profession and related industries from the perspective of public and private enterprise with respect to the implications of those requirements upon the curriculum; to review and evaluate the Department's strategic plans, specific programs, and new initiatives.
- 1.2. **Resources:** To assist the Department in locating funds and gifts for its educational, research, and outreach programs; to develop and recommend to the Department opportunities for faculty to assist in applied research and development projects/grants; and to assist the Department in planning/development of laboratory facilities.
- 1.3. **Outreach:** To develop and recommend to the Department effective programs for recruiting outstanding undergraduate and graduate students to the Department and to internships, co-op, and permanent positions; to serve as a medium through which the citizens of Florida and employers worldwide are informed about the excellence of the Department of Civil, Environmental and Geomatics Engineering at Florida Atlantic University; to assist in lobbying activities.
- 1.4. **Events:** To work together with the Department to support engineering-related student chapter activities at FAU; provide opportunities for engineering-related field trips; assist in organizing continuing education opportunities; and provide technical presentations for the students on civil, environmental and geomatics engineering related issues and applications.

2.0 DAB Membership

The DAB shall be comprised of prominent representatives of the civil, environmental, and geomatics engineering profession and related industries. The DAB should have at least one member from each sub engineering division (i.e. Construction, Geotechnical, Geomatics, Environmental, Water Resources, Structures, Transportation). The size of the DAB shall be regulated and determined by the Department chair (Executive Secretary of the DAB) in consultation with the DAB Executive Board.

All Department faculty members shall be ex-officio (non-voting) DAB members. The Department chair, upon recommendation of the DAB Executive Board, shall appoint members of the DAB. The work of the DAB is considered as a part of the work of the Department of Civil, Environmental and Geomatics Engineering, and staff support is provided by the Department.

In order to be considered as a “member in good standing,” a DAB member must attend all regular meetings of the full DAB and be current on membership fees. Membership fees are set by the Department chair (Executive Secretary of the DAB) and the non-faculty co-Chairs of each standing committee. Members lose their good standing status by two (2) consecutive unexcused absences, or by failing to pay membership fees. Any DAB member who plans not to attend a meeting must provide a 24-hour prior email notice to be excused. All DAB members in good standing are encouraged to appoint an alternate to act on the member’s behalf in a non-voting capacity. Members not in good standing may regain their “member in good standing” status by applying for reinstatement to the DAB Executive Board. Reinstatement is at the discretion of the DAB Executive Board.

3.0 DAB Executive Board

The leadership structure of the DAB shall be comprised of the following positions:

- Chair-Elect*
- Chair*
- Immediate Past Chair*
- Executive Secretary
- Program Advisory Council Chair(s)*
- Non-Faculty Standing Committee Co-Chairs*
- Alumni Advisory Council Chair*
- Student Chapter Officer Representative*

Voting members of the DAB Executive Board are denoted with an asterisk*.

The DAB Executive Board shall conduct all preparatory business for regular meetings of the DAB, take action on business not requiring approval of the DAB, and report its activities at each meeting of the full DAB. The Executive Board shall receive and review nominations for membership on the DAB and recommend potential members to the Executive Secretary (Department chair).

Chair-Elect. The chair-elect must be a member in good standing of the DAB. At the spring meeting of the DAB every two years, a new chair-elect shall be elected from the membership of the DAB by a vote of the DAB members in good standing. The chair-elect shall serve for a period of two years and shall succeed the chair after the chair’s two year term concludes. The duties of the chair-elect are to assist the current chair of the DAB, participate in DAB Executive Board meetings, planning meetings, and general DAB meetings, act as chair in the event the chair is absent or unable to act, and perform other duties as directed by the DAB Executive Board.

Chair. The chair must be a member in good standing of the DAB. The chair shall serve a term of two years. The term of the chair shall be automatically extended to cover the period of service required to complete the succession of chairs. The duties of the chair are to preside over DAB Executive Board meetings, planning meetings, and general DAB meetings, direct the affairs of the DAB as determined by majority approval of the DAB, represent the DAB members in matters within its jurisdiction, appoint committees or subcommittees as

may be required to assist the DAB in fulfilling its role, and perform other duties as directed by the DAB Executive Board.

Immediate Past Chair. The immediate past chair must be a member in good standing of the DAB. The immediate past chair shall serve a term of two years. The term of the immediate past chair shall be automatically extended to cover the period of service required to complete the succession of chairs. The duties of the immediate past chair are to act as parliamentarian over DAB Executive Board meetings, planning meetings, and general DAB meetings, provide advice to the chair, the DAB Executive Board, and the DAB members in matters of parliamentary procedure and points of order and perform other duties as directed by the DAB Executive Board.

Executive Secretary. The Department chair shall serve as executive secretary, shall work for consensus within the DAB and shall receive recommendations for action from the DAB. The executive secretary shall maintain minutes of meetings, make arrangements for all DAB meetings, maintain regular communications between the DAB and the Department, and prepare annual reports concerning tangible results of DAB recommended actions.

Program Advisory Council Chair(s). Academic programs in the Department may have a program advisory council (PAC). The chair(s) of the PAC(s) serve on the DAB Executive Board.

Standing Committees. The DAB shall have the following standing committees, whose members shall be members in good standing of the DAB. Leadership of standing committees consist of two co-chairs (one member in good standing from the DAB and one non-voting faculty member). The Executive Board shall appoint DAB committee co-chairs and other committee chairs and may also establish ad hoc committees and task forces, as needed. Committee co-chairs and chairs shall serve a term of 1 year, with the option of being appointed by the Executive Board for additional terms.

- **Events.**
- **Resource.**
- **Outreach.**

Alumni Advisory Council Chair. The chair of the Alumni Advisory Council serves on the DAB Executive Board.

Student Chapters Chairs. Each student organization in the Department has presiding officers. One representative chosen by the Executive Secretary (Department chair) serves on the DAB Executive Board.

4.0 Regular Meetings

The DAB shall meet at least twice per year, once in the fall semester and once in the spring semester. An agenda shall be distributed in advance of any regular meeting. The DAB Executive Board may call additional meetings as necessary. Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order. All meetings of the DAB shall be conducted as though they are open to the public.

5.0 Expenses

Expenses of individual DAB members to attend meetings are not reimbursable by the Department, College, or the University.

6.0 Coordination & Planning of Development Activities

All DAB development cultivation and solicitation activities need to be coordinated with and approved by the Office of University Advancement. Annual planning, development campaigns, prospect assignment, and cultivation and solicitation activities will be coordinated jointly among the Executive Secretary (Department chair), Dean of the College, the DAB, and the university development staff.

7.0 Voting

Each member in good standing of the DAB shall have one vote. A simple majority of the voting membership shall constitute a quorum. At the discretion of the Chair, any vote may be conducted electronically. Passage of a motion shall require a simple majority of the membership that is present, provided a quorum is met. In the case of an electronic vote, passage shall require a simple majority of the full membership.

8.0 Amendments and Revisions

The bylaws may be amended by a two-thirds vote of the DAB membership. Written notice of an intent to offer amendments and/or revisions to this document and the text of any proposed amendment and/or revisions must be distributed to all members in good standing at least one week prior to the initial consideration of any such motion by the full DAB.

9.0 Conflict of Interest Statement

Each member shall sign a Conflict of Interest Statement (a separate document) to provide transparency when the DAB may contemplate an action that might benefit the private interest of a DAB member or his/her family or place of business. DAB membership is designated to support the Department as described herein, and members should avoid canvassing/seeking personal gain from other members. Should an arrangement arise wherein a member or his/her business/family might benefit from a DAB decision, a review shall determine if the arrangements and benefits are reasonable and are the result of arm's length bargaining and avoid impermissible benefit.