



SUBJECT: ADVISORY BODIES	Effective Date: 3-6-17	Policy Number: 2.5	
	Supersedes: New	Page 1	Of 6
	Responsible Authority: Provost and Chief Academic Officer		

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all advisory boards, councils, or bodies supporting University entities, including without limitation colleges, campuses, institutes, centers, societies, and programs (“University Entity” or University Entities”). This policy does not apply to advisory groups established exclusively to support student organizations or for

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The full advisory body should meet at least two times a year with additional committee meetings and special events as needed. Attendance at meetings via electronic means is permitted unless physical presence is otherwise necessary for a particular matter. A representative from the University Entity should attend all advisory body meetings and act as a liaison between the advisory body and the University Entity. University employees should generally avoid serving on University advisory bodies unless special circumstances warrant such an engagement. Advisory body members are not permitted to use the University logos and trademarks for business cards, letterheads, emails or any other purposes unless expressly authorized in writing by the Provost or designee.

Membership is generally between 5-25 individuals, and individuals should serve defined terms that total no longer than 10 continuous years (inclusive of any continuous re-appointments) so

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**FLORIDA ATLANTIC UNIVERSITY
[University Entity]
ADVISORY BODY/COUNCIL
GUIDELINES/OPERATING PRINCIPLES**

I. PURPOSE AND MISSION

The [University Entity] Advisory Body is an organization providing support and assistance to the University Entity at Florida Atlantic University (FAU), consistent with the mission of FAU and

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[Optional:] To accomplish the goals identified in Section I, th

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3. Be willing to allocate the necessary time to participate in meetings, special events and Advisory Body projects.
4. Promote the [University Entity] as an institution; members should place the good of the [University Entity] above any self interests.
5. Provide a \$_____ minimum level of annual support to the [University Entity]. [optional]
6. Attend _____% of Advisory Body meetings and be an active participant on a Standing Committee.
7. Work with the Development Officers and University Advancement to raise funds for the [University Entity].

IV. MEETINGS

The Advisory Body will meet [example: quarterly (July, October, January and April)], and the Standing Committees will meet at least once in the alternate months. The Chair and the Dean/Executive Director together may call additional meetings as needed. The presence of at least one-half of the Advisory Body membership shall constitute a quorum. An affirmative vote

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