



DEPARTMENT OF  
ELECTRICAL ENGINEERING  
AND COMPUTER SCIENCE  
College of Engineering & Computer Science  
Florida Atlantic University

## Executive Advisory Council Bylaws

### I. MISSION

The FAU Department of Electrical Engineering and Computer Science (EECS) Executive Advisory Council's (EAC) mission is to engage its industry and government partners in EECS programs through communication and shared activities. Input from the members of the EAC is essential to understanding the needs of the industry and offers insight into how well the department meets future technology needs of electrical and computer engineering, computer science and biomedical engineering<sup>1</sup>. The EAC members comment on academics, research, outreach, advocacy and development to help further the reputation of the department as an institution of higher learning. Alumni success is a fundamental indicator of the quality of our programs.

The members represent a cross-section of employers of EECS graduates, alumni and major areas of the EECS programs. The EAC meets once semi-annually, and is involved in a number of activities including, but not limited to, the Senior Design Showcase and the annual Holiday Networking Social.

### II. MEMBERSHIP

Membership shall be comprised of representatives of companies with products using expertise in all areas relevant to the EECS degree programs. The department seeks members from both public and private sectors, and encourages cultural, racial, and gender diversity. Members are expected to be influential, entrepreneurial, strong in networking, and willing and enthusiastic about representing the EECS department and supportive of its goals. Active members must attend at least one meeting per year. Members are expected to participate, coordinate and help conduct events and activities sponsored by the EAC. Council should consist of 10 to 15 members.

1. Members act as a valuable resource to the department by promoting and securing financial support for scholarships, professorships, programs and/or facilities by direct giving or by facilitating donations.
2. Members will be appointed by the Chair for the term of the University's academic year, August-May. Membership may be renewed with the mutual agreement of the department Chair, President of the EAC and the member. Members may be removed at any time by the department Chair or the College of Engineering and Computer Science (COECS) Dean.
3. Member participation is expected on at least one special project each academic year.
4. Members are expected to attend board meetings to promote continuity of discussions. In the event a member is unable to attend at least half the meetings in any given year, the member will be queried regarding continued ability and interest in maintaining their role as a member of the EAC.
5. An annual contribution should be provided by each member in order to support the council itself and for discretionary use as directed in agreement by the Chair and the council. The threshold amount shall be reviewed annually and determined by the council via a majority vote and approved by the Chair. This contribution may be paid over the course of the academic year. For the current academic year, the contribution is a minimum of \$1,000.
6. The above financial requirements shall be waived for EAC members from academia, government, and non-profit organizations.

### III. GOVERNANCE

The EECS department is an academic unit of Florida Atlantic University and is subject to the rules and regulations pertaining there onto, including the rules and regulations set forth by the State University System (SUS) and the Florida

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<sup>1</sup> EECS department offers an undergraduate certificate program and a Master's Degree in Biomedical Engineering.

Atlantic University Foundation. The EECS Executive Advisory Council is a body of unpaid volunteers who assist the Chair in fulfilling the department mission stated above.

### **President of the Council**

The role of the President is crucial to sustaining a successful EAC. The President of the EAC is appointed by the Chair with a term not to exceed two consecutive years. The President

- a. Approves the agenda, leads and facilitates board meetings and works with the Chair to guide the goals of the council;
- b. Approves committee formation and is an ex-officio member of all committees;
- c. Supports and encourages full financial support of board members;
- d. Is the lead representative of the council and is expected to work closely with the Chair to promote the department and expand the department's sphere of influence.

The President is expected to lead by example in board leadership and philanthropic effort.

### **IV. MEETINGS**

- a. Regular meetings of the council shall be set by July 1 for the approaching academic year.
- b. The number of meetings shall not be less than two per fiscal year. Additional meetings may be convened if deemed necessary and approved by the council President and the Chair.
- c. The presence of at least one-half of the council membership shall constitute a quorum. Attendance by telephone, video or commonly accepted technological approaches is acceptable.

An affirmative vote by 2/3 of a quorum is required for passage of any motion. effort.

### **V. CONFLICT OF INTEREST STATEMENT**

Each member shall sign a Potential Conflict of Interest Disclosure form, (separate document) to provide transparency when the council may contemplate an action that might benefit the private interest of a board member or his/her family or place of business. All EAC members are subject to the Florida Code of Ethics for Public Officers, Chapter 112, Florida Statutes. Council membership is designated to support the college 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 board 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. Unless a conflict is waived and such waiver is permissible under Chapter 112, the member with a conflict shall not take part in any discussion or vote concerning the matter giving rise to the conflict.

### **VI. AMENDMENTS**

The department Chair, after consultation with the EAC President, may propose amendments to these Bylaws, subject to review by the COECS Dean and the FAU Office of the General Counsel and final approval by the Provost/Vice President or designee.