

University of Florida School of Natural Resources and Environment
External Advisory Council

MISSION STATEMENT

To facilitate the exchange of ideas, research findings, and education pertinent to natural resources and the environment between the University of Florida School of Natural Resources and Environment and its constituency in Florida, the nation, and the world.

CHARTER

I. ESTABLISHMENT AND AUTHORITY

The Senior Associate Dean of the School of Natural Resources and Environment (SNRE) in conjunction with the SNRE Advisory Board comprised of the Vice President for Agriculture and Natural Resources, Vice President for Research/Dean of the Graduate School, the Deans for the Colleges of Liberal Arts and Sciences, Agricultural and Life Sciences, and Engineering, and the Provost, *hereby establish* the University of Florida School of Natural Resources and Environment External Advisory Council (SNRE-EAC), therein referred to as the Advisory Council.

II. PURPOSE AND SCOPE

1. The Advisory Council shall provide advice, recommendations, and assistance to the SNRE administration (SNRE Senior Associate Dean and the Directors of Academic Programs and Research & Outreach/Extension Programs). Deans within IFAS and Deans of other Colleges with natural resource and environmental units may also use the advice and recommendations for their academic, research, and outreach/extension programs.
2. The principal scope and focus of the Advisory Council shall be to provide input on SNRE natural resources and environmental academic, research, and outreach/Extension programs. Activities include:
 - (a) Provide input on the strengths, weaknesses and needs of UF natural resources and environmental academic, research, and outreach/Extension programs.
 - (b) Identify and evaluate emergent or critical issues and concerns relevant at local, state, national and international levels.
 - (c) Advise on future program direction and staffing resources to address emerging problems and concerns.
 - (d) Identify potential resources and collaborators to carry out priority research, academic, and outreach/Extension programs.

(e) Advise on improved communication and dissemination of program information and results.

(f) Advance SNRE natural resources and environmental programs at the local, state, national and international levels.

3. The Advisory Council members are authorized to meet with outside individuals, organizations/businesses (e.g., UF Board of Trustees, President, Provost, Deans, Science Directors of Florida Water Management Districts), and other clientele groups to promote the Advisory Council consensus recommendations.

4. Assisted by SNRE staff, the Advisory Council shall develop a biennial work plan to establish specific activities the Advisory Council intends to address. The SNRE Senior Associate Dean will solicit input from the SNRE Director of Academic Programs, the SNRE Director of Research and Outreach/Extension Programs, the SNRE-Advisory Board, and the Deans within IFAS and Deans of other UF Colleges in assisting the Advisory Council in developing its annual work plan.

III. MEMBERS AND OFFICERS

1. The Advisory Council shall consist of members representing a cross-section of natural resources, ecology, and environment related industry groups, citizens, agencies and non-governmental organizations. Membership will be based on demonstrated interest and capability and leadership among agencies and organizations to advise the programs. The SNRE Advisory Board nominates advisory Council members. .

2. The tenure of membership for the Advisory Council will be for three years. Advisory Council members will have staggered terms. Approximately one-third of the Advisory Council members will rotate off the Advisory Council each year and new members appointed to replace them. Members can be invited for another 3 year term.

3. Members of the Council of Advisors for Research and Extension in Natural Resources (CARENr) coordinated by the IFAS Deans for Research and Extension will be the initial members of the Advisory Council. New Advisory Council members will be nominated by participating UF colleges and invited to join by the SNRE Advisory Board. Current members of the CARENr will be assigned one, two or three year terms. Current members of the CARENr that accept one, two or three-year appointments to the Advisory Council can be reappointed for one three-year term. Newly appointed members of the Advisory Council will be appointed for one three-year term and can be reappointed for one three-year term. The CARENr will cease to exist after the Advisory Council adopts the Advisory Council Charter.

4. One member from the SNRE Faculty Advisory Council, either the chair or a designated representative, and one member from the SNRE Graduate Student Council, either the president or a designated representative, will be invited to be non-voting members of the Advisory Council.

5. The Advisory Council shall elect one member to serve as Chair, one member to serve as Vice Chair, and one member to serve as Secretary. Term of office will begin in September and end at the end of August of any given year

(a) The Chair will serve for a term of two years.

(b) The Vice Chair will serve a term of one year, which may be renewed. The Vice Chair acts as the Chair in the absence of the Chair.

(c) The Vice Chair serves as the leader of a steering group that is responsible for drafting the agenda for Advisory Council meetings. The Agenda Steering Committee will consist of five to six volunteer members of the Advisory Council. The steering committee is not required to meet face-to-face. It is anticipated that most, if not all, committee work will be conducted via e-mail and phone. The frequency of the meetings and the meeting format (phone, e-mail, etc.) is up to the discretion of the Vice Chair. The Vice Chair will consult with the Chair and the SNRE Senior Associate Dean regarding the proposed agenda.

(d) The Secretary will serve a one-year term, which may be renewed. The Secretary will be responsible for reviewing the minutes of each meeting. SNRE staff will assist in recording and disseminating minutes to council members.

(e) Election of all positions is by majority vote of all Advisory Council members. Members who will not be present at the time of the election may submit their vote in writing to the SNRE Senior Associate Dean prior to the meeting.

6. Advisory Council members serve at the discretion of the SNRE Senior Associate Dean, and upon consultation with the SNRE Advisory Board, may be removed if the member has violated one or more terms of the Charter, or for other reasons.

IV. ADMINISTRATION

1. Members of the Advisory Council serve without pay.

2. The SNRE Senior Associate Dean may make available such staff, information, or administration services, or assistance as are determined necessary for the Advisory Council to carry out its functions.

V. OPERATION

1. Conduct of Individual Members

(a) No Advisory Council member may use or allow the use, for other than purposes of the Council, any information obtained through or in connection with his or her Advisory Council affiliation that has not been made available to the general public.

(b) When speaking to the public or writing about any matter regarding UF natural resources and environmental programs in a document for distribution beyond the Advisory Council

membership or SNRE administration, a member shall clearly distinguish those recommendations, opinions, or positions officially adopted by the Advisory Council as a body from those he or she may have as an individual. In no case shall a member represent individual opinions as those of the Advisory Council, the SNRE administration, or UF.

(c) Any Advisory Council member who has a conflict of interest (financial, personal, professional, etc.) in any matter before the Advisory Council or its Subcommittees or Working Groups, shall declare the conflict and excuse himself or herself from any action on that matter, including discussion and voting actions.

2. Conduct of the Advisory Council as a Body

(a) The Advisory Council shall not provide advice or make recommendations on the UF natural resources and environmental programs to anyone other than the SNRE-Advisory Board, IFAS Deans for Research and Extension, Deans of other UF Colleges, and the SNRE administration. The Advisory Council shall not perform operational or management functions, and has no authority to make decisions or express policy for UF. Any advice, correspondence or information that the Advisory Council wishes to offer or express or otherwise extend to others beyond the SNRE-Advisory Board, IFAS Deans for Research and Extension, Deans of other UF Colleges, and the SNRE administration must be provided to and approved by the SNRE Senior Associate Dean prior to the Advisory Council action.

(b) Any correspondence, press releases, informational releases, news articles, or other written documents that are intended to speak for the Advisory Council as a body must be coordinated with, and approved by, the SNRE Senior Associate Dean. The following disclaimer must be placed in documents originating from the Advisory Council:

“The Advisory Council is solely an advisory body. The opinions and findings of the publication do not necessarily reflect the position of the University of Florida.”

3. Advisory Council Letterhead

The Advisory Council may create its own letterhead. The SNRE Senior Associate Dean must approve all official Advisory Council correspondence. Only approved, official Advisory Council correspondence from the Chair and other members of the Advisory Council, or the Advisory Council as a body, shall be on this letterhead. The Advisory Council shall not use other official UF letterhead for any correspondence or other purpose.

4. Subcommittees and Working Groups

(a) Subcommittees: The Advisory Council may establish, with the approval of the SNRE Senior Associate Dean, such subcommittees as necessary to fulfill its duties. Subcommittees shall be composed solely of members of the Advisory Council and shall be recognized as official sub-units of the Advisory Council. Subcommittees are subject to all requirements of this Charter.

(b) Working Groups: Working Groups may be established by the Advisory Council, with the approval by the SNRE Senior Associate Dean, and may be requested to provide specialized or technical assistance to the Advisory Council on specific matters.

Working Groups may be established by the Advisory Council for specific topics or purposes that need focused attention that cannot be accomplished by a subcommittee. Working groups may be composed of members of the Advisory Council and/or persons outside the Advisory Council. Working groups shall be chaired by a member of the Advisory Council and shall function under the purview of the Advisory Council. Working groups established by the Advisory Council to address specific issues shall disband once the specialized or technical assistance on the particular matter is submitted to the Advisory Council. Working groups may provide their specialized or technical assistance in developing recommendations to the SNRE Senior Associate Dean. Working group members shall serve without pay.

5. Role of SNRE Senior Associate Dean

(a) The SNRE Senior Associate Dean serves as a non-voting member of the Advisory Council. The SNRE Senior Associate Dean, in consultation with the Chair, shall set the time and place for Advisory Council meetings, develop the agenda and assist in the preparation of any presentations anticipated in the conduct of Advisory Council business. No meetings of the council may be conducted in the absence of the SNRE Senior Associate Dean or his/her designee.

(b) The SNRE Senior Associate Dean shall give due consideration to the advice provided by the Advisory Council on matters within its purpose and scope and will report back to the Council on actions taken.

6. Role of the IFAS Deans for Research and Extension and Deans for College of Engineering, College of Liberal Arts and Sciences and College of Agricultural and Life Sciences.

(a) The above-mentioned Deans serve as non-voting members of the Advisory Council. The Deans shall be consulted regarding the time and place for the Advisory Council meetings, agenda development, and preparation of any presentations anticipated in the conduct of Advisory Council business. The Deans may send a designee to represent them in their absence.

7. Meetings

(a) Meetings will be held at least annually and more frequently as necessary. The Chair will call the meetings, with the approval of the SNRE Senior Associate Dean. A quorum consisting of one-half plus one of the voting membership of the Advisory Council must participate to formally conduct business. As soon as practical after a meeting, the Chair shall report, in writing, to the SNRE Senior Associate Dean meeting minutes, including a summary of matters discussed and attendees.

(b) Advice and recommendations made by the Advisory Council are advisory only, and shall be made by majority vote of those present at officially constituted meetings.

(c) Emergency meetings may be held at the call of the Chair or Senior Associate Dean. The SNRE Senior Associate Dean or their designees must be present for the Advisory Council to formally conduct emergency meetings. A quorum must be present for the Advisory Council to formally conduct business at such a meeting. As soon as practical after an emergency meeting, the Chair shall report, in writing, to the SNRE Senior Associate Dean, and shall include in this report: (1) meeting minutes including a summary of matters discussed, (2) the nature of the emergency being addressed by the Advisory Council, (3) Advisory Council recommendations adopted, and (4) a list of the members in attendance, and other attendees.

8. Procedures for Providing Advice

The following procedures shall be used to provide advice.

(a) The Advisory Council may provide advice and recommendations to the SNRE Senior Associate Dean on issues or problems relating to its Purpose and Scope and place on the agenda, or in response to a particular request made by the SNRE Senior Associate Dean and items relating to the Purpose and Scope of the Advisory Council.

(b) Any information or recommendations resulting from discussions in Subcommittees and Working Groups shall be presented to and approved by the Advisory Council prior to being submitted to the SNRE Senior Associate Dean.

VI. OTHER TERMS OF THE CHARTER

1. The Advisory Council shall operate pursuant to the terms of this Charter.

2. The SNRE Advisory Board reserves the right to dissolve the SNRE-EAC.

3. Recommendations to the SNRE Senior Associate Dean for revising the Charter may be made as determined necessary by the Advisory Council or SNRE administration. Changes to the Charter must be approved by a majority of the quorum present at the meeting.