



The Florida State University
Diving Control Board Bylaws
Articles 1-8

Article 1 – Name

The name of this organization is The Florida State University Diving Control Board, which is abbreviated DCB.

Article 2 – Purpose

The purpose of the DCB is to establish the policies of the university for scientific diving and to act as a board of appeal for scientific divers.

Article 3 – Membership

The members of the DCB are appointed by and serve at the pleasure of the Vice President for Research. Each academic department or research unit is eligible to be represented by a voting member of if it has had an active science diver in the four years previous to the date of the DCB meeting. The University Diving Officer is also a voting member. Non-voting members include the Director of the FSU Marine Laboratory, the University Counsel, the Director of Environmental Health and Safety, and the University Diving Medical Officer.

The rules of the American Academy of Underwater Sciences (based on OSHA requirements) specify that a majority of the voting members of the DCB be Active Science Divers. If a majority of the voting members of the DCB is not scientific divers at any instant, the chair will select at random sufficient voting members who are not Active Science Divers to become nonvoting DCB members until the number of Active Science Divers increases. When it does, former voting members will be restored to voting status at random.

Article 4 – Organization

The DCB will elect a voting member as chair for a two-year term as necessary.

A person designated by the DCB chair will take minutes of DCB meetings. Copies of minutes will be filed in the ADP offices and in the offices of the FSU Coastal and Marine Laboratory, and posted on FSU Blackboard.

Article 5 – Meetings

Section 1 – Meetings. The chair of the DCB will convene meetings once in the fall and once in the spring semester of each year. The chair of the DCB can call additional meetings. Any voting member can request that a meeting be called; the chair is obligated to convene the requested meeting if a majority of the voting members agrees.

Section 2 – Notification of meetings. The DCB chair or his or her delegate will notify the members of a meeting at least five working days prior to the meeting.

Section 3 – Quorum. A simple majority of the voting members constitutes a quorum.

Section 4 - Order of Business for Meetings

- Meeting called to order
- Determination of a quorum
- Approval of minutes
- Old business
- New business
- Announcements
- Adjournment

Article 6 - Duties and Responsibilities of the Chair

- Call meetings of the DCB.
- Preside over meetings of the DCB.
- Ensure that minutes are taken of meetings.
- Ensure that the minutes are deposited as described above.
- Ensure that the members of the DCB are informed of all DCB business.

Article 7 – Amendments to Bylaws

Section 1. These bylaws may be amended or repealed by a two-thirds majority of the voting members.

Section 2. Procedure for amending, revising, or repealing the bylaws

- A written proposal is circulated to the members of the DCB at least one week prior to consideration by the DCB.
- The proposal will be considered at the next meeting of the DCB.
- There will be a period of discussion before the vote.

Article 8 – Parliamentary Authority

Robert’s Rules of Order, except where they conflict with these bylaws, will govern meetings of the DCB or any special rules of order the DCB will adopt.

Amendment history

Article 3 amended 24 April 2008

Article 4 amended 29 Feb 2008 and 24 April 2009