

**OPERATING PROCEDURES OF
THE ARTICULATION COORDINATING COMMITTEE**

February 2025

ARTICLE I. PURPOSE

The Articulation Coordinating Committee (ACC), established by section (s.) 1007.01(3), Florida Statutes (F.S.), is a K-20 advisory body established in 1971 as a forum for discussing and coordinating ways to help students move easily from institution to institution and from one level of education to the next. It is comprised of representatives from differing levels of public and private education: the State University System, the Florida College System, independent postsecondary institutions, public schools, nonpublic schools and career and technical education. There is also an additional member representing students.

Article II. Duties

The following statutes, as periodically amended, prescribe the ACC's duties:

- Section 1004.096, F.S., Postsecondary credit for military training and education courses.
- Section 1004.0981, F.S., College credit for law enforcement training.
- Section 1007.01, F.S., Articulation; legislative intent; purpose; role of the State Board of Education and the Board of Governors; Articulation Coordinating Committee.
- Section 1007.25, F.S., General education courses; common prerequisites; other degree requirements.
- Section 1007.55, F.S., General education course principles, standards, and content.
- Section 1008.44, F.S., CAPE Industry Certification Funding List.

ARTICLE III. MEMBERSHIP

The ACC shall consist of two members each representing the State University System, the Florida College System, public career and technical education, K-12 education and nonpublic postsecondary education and one member representing students. Members are appointed by the Commissioner of Education and serve at the pleasure of the Commissioner; however, members must meet the requirements for their appointed position. The ACC is charged with reviewing changes to its assigned areas of policy and making updates to the resources it produces for the state.

ARTICLE IV. OFFICERS

The officers of the ACC shall consist of the Chair and Vice Chair. The Chair and Vice Chair shall be elected from membership and by a majority vote of the ACC members at a regularly scheduled meeting. The Chair will open and close nominations from the floor. Nominations do not need a motion or a second. The officers of the ACC shall consist of the Chair and Vice Chair. The Chair and Vice Chair shall be elected from membership and by a majority vote of the ACC members at a regularly scheduled meeting. The Chair will open and close nominations from the floor. Nominations do not need a motion or a second. The Chair and Vice Chair shall serve a term of 3 years, not to exceed two terms for the respective office. The term of office shall commence on the first day of the month of the next scheduled meeting following the election.

Section A. Vacancy in Office

In the event of a vacancy in the office of the Chair, the Commissioner must be informed immediately of the vacancy and the Vice Chair shall assume the position of Chair and shall serve out the remainder of the Chair’s term of office. In the event of a vacancy in the office of the Vice Chair, the ACC shall hold a special election as soon as practicable to select a successor who shall serve out the remainder of the Vice Chair’s term of office.

Section B. Chair

(1) The Chair shall preside at all meetings of the ACC and shall have the authority to call any special or emergency meetings of the ACC. (2) The Chair is authorized to execute all instruments and documents approved or issued by the ACC or as delegated by the ACC. (3) The Chair shall serve as the official spokesperson of the Committee and shall exercise such other powers and duties that inure to the office of Chair of a body corporate.

Section C. Vice Chair

The Vice Chair shall perform the duties of the Chair and have the same power and authority in the absence or disability of the Chair.

ARTICLE V. MEETINGS

Section A. Regular Meetings

There will be regular meetings throughout the academic year, based upon a schedule approved by the committee. These meetings shall be open and noticed to the public in accordance with Article I, Section

24 of the Florida Constitution and the requirements of Section 120.525 and Chapter 286, Florida Statutes.

Section B. Special Meetings

The Chair may convene special meetings of the ACC as deemed appropriate. Such meetings shall be open and noticed to the public in accordance with Article I, Section 24 of the Florida Constitution and the requirements of Section 120.525 and Chapter 286, Florida Statutes.

Section C. Emergency Meetings

The Chair may convene a meeting of the ACC for the purpose of acting on emergency matters affecting the Committee. Such meetings shall be open to the public and the ACC shall provide such notice of the meeting as is reasonable and fair under the circumstances, per Section 120.525, Florida Statutes.

Section D. Use of Technology

Any meeting of the ACC may be conducted through virtual or telephonic means. Any such meetings shall be open and noticed to the public in accordance with Article I, Section 24 of the Florida Constitution and the requirements of Section 120.525 and Chapter 286, Florida Statutes.

Section E. Agenda

The Chair, in consultation with the Office of K-20 Articulation, shall approve items to be placed on the agenda for each ACC meeting. Any member may request items to be placed on the agenda for discussion or action at a meeting, subject to approval by the ACC. Any such item approved by the ACC will be placed on the agenda for the next regularly scheduled meeting.

All agenda items and supporting documentation must be submitted to the Office of K-20 Articulation with sufficient time for distribution to the ACC members, at least seven days in advance of the meeting during which the item will be considered.

Section F. Quorum and Voting

A majority of the members of the ACC must be present to constitute a quorum to transact official business. The decision of the majority of members in attendance and voting on an issue shall prevail, unless otherwise provided herein. The vote upon any resolution, motion or other matter may be by voice vote, but the Chair may require a roll call vote if deemed appropriate. A member may abstain from voting only under those circumstances prescribed by law.

Section G. Minutes

Minutes of the meetings of the ACC shall be kept by the Office of K-20 Articulation staff who shall file and preserve all minutes, agendas and agenda materials, notices, resolutions, and other documents pertaining to the business and proceedings of the ACC. Records of the meetings, including any video or audio recordings, are public records subject to Chapter 119, Florida Statutes.

Section H. Parliamentary Rules

When not in conflict with any of the ACC's Operating Procedures, regulations, policy, or state law, *Robert's Rules of Order* shall be utilized as a guide in conducting the meetings of the ACC.

ARTICLE VI. COMMITTEES

Notwithstanding committees required by statute, the Chair shall have the authority to establish standing and ad hoc committees of the ACC. Standing and ad hoc committees of the ACC shall consider matters that are encompassed within the subject matters assigned to each committee and make recommendations to the ACC. Unless specifically delegated or otherwise provided by State Board of Education Rule, authority to act on all matters is reserved to the ACC.

ARTICLE VII. AMENDMENT OR SUSPENSION OF PROCEDURES

The Commissioner, in consultation with the Chancellor of the State University System, may amend, repeal, or suspend any provision of the ACC's Operating Procedures to ensure the efficient operation of the ACC.