Charge to the Nominating Committee (Guideline)

The Board Chair appoints a Nominating Committee to develop a recommendation for the Board's consideration in the matters of Appointments/Reappointments of service terms and Appointment/Confirmations of service to an Executive Office (Chair, Vice-Chair, and Secretary).

Appointment/Reappointment to Three-year Term of Service on the Board of Trustees

1. The Committee considers Recommendation or Non-Recommendation for Reappointment of currently serving Trustee's whose terms are about to expire on January 16 (same date every year).

2. If the incumbent Trustee is recommended for reappointment, the committee solicits the incumbent's Acceptance or Non-Acceptance of the recommendation for Reappointment

3. If the incumbent is Not recommended for reappointment or Declines reappointment, the Nominating Committee begins the process of Prospecting/Solicitation of "new" Candidates to fill the anticipated vacancy.

Note: The Committee is free to solicit any source it sees fit for candidate recommendations and other Trustees (not serving directly on the Committee) are encouraged to solicit candidate recommendations that may then forward to the Nominating Committee for consideration.

4. The Committee carries out an Interview of candidates for consideration of filling vacancies.

For Governor appointed positions

a. The Nominating Committee may conduct interviews for a single candidate or a pool of candidates to encourage the submission of an application to the governor's office for consideration once the position becomes vacant.

b. If the nominating committee finds a single candidate for the Board's consideration, the Board may take action to submit a recommendation to the governor's office for consideration however, the governor's office makes the final selection from all applications available in their pool of applicants.

c. The Governor's office takes no action until the term actually expires. Once the term has actually expired, the governor's office will review the pool of applicants and take any recommendations into consideration and may even seek the College President's input toward making a re-appointment or a new appointment. This is the same process even if the incumbent trustee is the one seeking reappointment!

5. From the recommendations and candidate interviews, the Committee develops a Recommendation to submit to the BOT for consideration of Approval (ideally at or before the October meeting).

6. The Chair of the Nominating Committee introduces the Committee's Recommendation and moves for approval of the recommendation as presented. Hopefully, another member of the Board will Second the motion to open it up for further discussion. Upon the conclusion of discussion, the Board Chair calls the question. If the vote on the motion is positive, the Secretary to the Board carries out the action to the Trustee Selection Committee (formerly to the local Board of Education caucus) (for

Local Appointments) or submits the Board's recommendation to the Governor's Office (for Governor Appointments) or both as appropriate.

Selection/Confirmation of Slate of Board Officers

Our Board Chair appoints a Nominating Committee to develop a recommendation for the Board's consideration. The routine process follows a 2-year sequence of succession whereby the Board appoints a Secretary of the Board who in 2 years will assume the role of Vice-Chair and in 2 more years will assume the role of Chair.

Each odd numbered year, the Nominating Committee approaches the incumbent trustees to garner their acceptance of the recommendation for moving to the next higher office and approaches a trustee from the county of the incumbent Chair to solicit one of the remaining (2) trustees to assume the Secretary role with the understanding they will follow the promotion tract to the Chair position. Since we have a total of 9 trustees, 3 of which represent each of the 3 counties in our service district, the board seeks to have a representative from each county serving at some level in the executive committee (as Chair, Vice-Chair, or Secretary). While that is not always possible, it is the desired composition.

Our terms of office are for 2-years however, each even numbered year; the Nominating Committee approaches the 1st year incumbent to confirm their willingness to carry out the 2nd year of their term in the current office. If all officers confirm their willingness to serve the second year, the Nominating Committee brings forward a recommendation for reappointment of the current officers. If the incumbent is not willing or able to carry out the 2nd year of his or her term in office, the committee will solicit another trustee to fill that upcoming role either for just the one year or as part of the rotation, as appropriate.

In all cases, the Nominating Committee formulates a recommendation to bring before the full board for consideration of approval either at or before their December meeting. Since the approval of officers does not require any external approval process, it may be acted upon later than that for appointments/reappointments. This sets the stage for the Installation of Officers action to take place at the January meeting.