

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 2 - BOARD OF GOVERNORS SUBSECTION 21 – ORGANIZATION

POLICY NUMBER: BP – 2113

ORGANIZATION: NUMBER OF MEMBERS/TERMS OF OFFICE/OFFICERS

1. POLICY REASON/PURPOSE/INTENT

To identify the number of members on the Board of Governors; define their terms of office; and to prescribe the officers of the Board of Governors.

2. DEFINITIONS

N/A

3. POLICY

3.1 Number of Board of Governors members, election districts and terms of office:

3.1.1 Candidates for membership on the community college area board of governors shall be elected from the election districts established by the board of governors pursuant to section 85-1512. Two members of the board shall be elected from each election district, and one member shall be elected at large from the area. Board members shall be elected to four-year terms. Board members shall be elected on the nonpartisan ballot. (Section 32-514)

3.2 Vacancy on the Board; Process to fill; qualifications of member filling vacancy:

3.2.1 In addition to the events listed in section 32-560, a vacancy on any board shall exist in the event of the removal of a board member from the community college area for board members elected at large or community college district for board members elected by district. After notice and hearing, a vacancy shall also exist when any board member is absent from more than three consecutive regular meetings of the board unless such absences are excused by a majority of the remaining board members. In the event of a vacancy from any of such causes or otherwise, such vacancy shall be filled by the remaining board members for the balance of the unexpired term. Any person so named to fill a vacancy shall have the same qualifications as his or her immediate predecessor. Such appointment shall be made in writing and certified to the office of the Secretary of State. (Section 85-1514(1))

3.2.2 If after a primary election there is a vacancy upon the ballot, such vacancy shall be filled by a petition candidate pursuant to section 32-625 (Section 85-1514(2)).

- 3.2.3 The process for filling Board vacancies will be initiated at the time of formal acceptance of a resignation or recognition of a vacancy on the Board. Such process shall be in accordance with Section 85-1514. The process will be:
 - 3.2.3.1 The Board will act to declare a vacancy. The Board at the time of formal acceptance of a resignation or recognition of vacancy will determine the dates for the selection process as hereinafter provided.
 - 3.2.3.2 The Board will announce the vacancy to the media and public following the formal acceptance of a resignation or recognition of a vacancy.
 - 3.2.3.3 Interested persons will be asked to complete an informative questionnaire that will be submitted to the Board Secretary. Also, nominations may be made by current Board members to the Board Secretary and the Secretary will forward to nominees a questionnaire to be completed and returned.
 - 3.2.3.4 All questionnaires must be completed and received in the Office of the Secretary within the time period established by the Board in the vacancy announcement.
 - 3.2.3.5 A Board Search Committee shall be appointed by the Board Chairperson. The Committee will review all applications, determine those to be interviewed, conduct interview, and make a recommendation to the Board.
 - 3.2.3.6 Appointment of a person to fill the Board vacancy will be done by action of the Board of Governors at a regularly scheduled Board meeting or at a special meeting called for this purpose.
 - 3.2.3.7 Such appointment shall be based on such factors as: (specific qualifications are specified in Sec 85-1512 and Sec 85-1514)
 - 3.2.3.7.1 The needs of the Board of Governors
 - 3.2.3.7.2 The skills of the person recommended
 - 3.2.3.7.3 The perceived level of commitment to the community college and commitment of time
 - 3.2.3.7.4 Knowledge and understanding of the community college mission
 - 3.2.3.7.5 Northeast election district residence (at least 6 months required in district, Sec. 85-1512)
 - 3.2.3.7.6 Cannot be elected or appointed members of any other board relating to education (Sec. 85-1512)
 - 3.2.3.7.7 Shall be a registered voter (Sec. 85-1512)

- 3.2.3.7.8 Shall have the same qualifications as his/her immediate predecessor (Sec. 85-1514)
- 3.2.3.7.9 Commitment to file for elected position

3.2.3.8 The Board Secretary shall notify the Secretary of State of such appointment.

3.3 Boards; Officers, Quorum required to perform duties:

3.3.1 The board shall annually elect from among its members a chairperson and a vice-chairperson, each to serve for one year. The board shall appoint a secretary and treasurer, and one person may hold both such offices. A majority of the members of the board shall constitute a quorum, and no action shall be taken by less than a majority of the members of the board present and voting, except that approval of employee contracts and the appropriation of money from the funds of the community college area shall be by the affirmative vote of a majority of elected members of the board. For purposes of this section, appropriation shall mean the adoption or modification of budgets for the community college area (Section 85-1507).

4. APPLICABILITY

N/A

EFFECTIVE DATE: 05/12/2016

ORIGINAL ADOPTION DATE: 07/11/1996 (item #7666) replaces 9110, 9130, 9361.b

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 12/12/2013 (Item #11363); 5/12/2016 (item #11834)

PRIOR POLICY/PROCEDURE NUMBER: 9110; 9110.a

SCHEDULE FOR REVIEW: 2021

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Board/President

SPONSORING DIVISION/DEPARTMENT: Board of Governors

RESCINDED DATE: none

LEGAL REFERENCE: State Statute Sections 32-1512; 32-514; 32-560; 32-607; 32-608; 32-625; 85-1507; 85-1514

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: board, term of office, board officers, election districts