

Procedure: 2.4.5p. (I.C.1.d)

Approving Technical College Local Board Members

Revised: July 15, 2015; April 12, 2011

Last Reviewed: March 28, 2017

Adopted: September 14, 2007



I. PURPOSE:

The State Board of the Technical College System of Georgia [TCSG] will appoint persons to serve on the local board of directors of the technical colleges that make up the Technical College System of Georgia. The purpose of this procedure is to set forth a streamlined process for the nomination and appointment of these persons while maintaining authority over the composition of the local board.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

O.C.G.A. § 50-14-3 & 4 Georgia's Open and Public Meeting Statutes.

Statewide handbook for local Board members of TCSG.

State Board Policy 2.4.1.

III. APPLICABILITY:

All local boards of directors in the Technical College System of Georgia

IV. DEFINITIONS: N/A

V. ATTACHMENTS:

Attachment 2.4.5p.a1. – Local Board Appointment/Reappointment Form

VI. PROCEDURE:

A. Submission process for appointments and reappointments to local Boards of Director of a technical college:

- 1) All new appointments for the next fiscal year and reappointments of board members eligible for a second, third or special term will be considered by the State Board at its May meeting.
- 2) New Appointments to be effective in the current fiscal year may be considered at the August, September, October or December State Board meetings.
- 3) Replacement candidates may be considered any month the State Board convenes. The Board Candidate Form should include the name of the board member that the candidate will be replacing as well as the remaining timeframe of the existing term. (NOTE: Replacement candidates will be eligible for appointment to a series of

three-year terms as a new board appointment once they complete the replacement term.)

- 4) All submissions should be sent directly to the TCDA Office at Century Place. Complete Board Candidate Forms, along with supporting document (resume or letters of support) must be submitted 30 days prior to the applicable State Board meeting date.
- 5) Requests for exceptions to established timeframes for any type of board appointment must be submitted to the TCDA along with a letter of support from the college president. Exceptions may be granted for one or more of the following reasons:
 - a. Maintenance of the minimum board count of seven board members
 - b. Necessity for unique expertise for particular programs
 - c. Inclusion of a major industry or unique industry for which there is no current board representation or expertise
 - d. Maintenance of business, industry and economic development diversity that is also reflective of the service area's population
- 6) The TCDA Office will send an updated summary of local board member status throughout the year to facilitate the scheduling of necessary appointments or reappointments.
- 7) Proposed candidates for local board membership upon approval by the State Board, may take their place on the board at the next scheduled local board meeting upon taking the oath of office. New board members approved at the May State Board meeting will commence service at the first local board meeting of the new fiscal year.

B. Resignations and Removal from the Local Board of Directors

- 1) For resignations, the college President's Office should send a copy of the resignation letter or email that has been submitted by the board member to the TCDA Office within 30 days of receipt of notification of intent to leave the board. This information is needed to recognize the board member for their service and maintain the accuracy of TCDA records. No other action is required.
- 2) Any board member may be removed from office by the State Board after a majority vote of the local board members then in office whenever, in their judgement, the best interests of the college and or local board of directors is affected. Written request for removal with a supporting statement of concern must be forwarded to the TCDA Office by the college president for submittal to the State Board. The State Board will notify the local board member proposed for removal of the date, time, place and purpose of the meeting at which the removal is to be acted upon. Notice will be given at least ten (10) days prior to the date of such meeting and will state the reason for the proposed removal. Disciplinary issues shall be conducted in accordance with Georgia's Open and Public Meeting Statutes O.C.G.A. § 50-14-3 and 50-14-4.

VII. RECORD RETENTION: N/A



TECHNICAL COLLEGE SYSTEM OF GEORGIA
LOCAL BOARD APPOINTMENT/REAPPOINTMENT/REPLACEMENT FORM

Submission timetables: All local board application forms and required documents must be submitted to the office of the Technical College Directors' Association (TCDA) 30 days prior to the State Board meeting based on the following parameters:

New Appointments: May (for next fiscal year); August, September, November, and December

Reappointments: May for board members eligible for a second or third term

Replacements: candidate applications are eligible any month the State Board meets

Exceptions: Written requests from the college president for an exception to the board appointment timeframes should accompany a candidate application.

All board appointments will have a beginning term of July 1st regardless of the month they are appointed.

Please submit original signed form to: **Technical College Directors Association**
1800 Century Place NE ~ Suite 275 Atlanta, Georgia 30345

College Submitting Request: _____

Submission Category: (*attach resume for first time and replacement candidates*)

- 1. Candidate is being submitted as: (*please check the appropriate box*)
 - Appointment Re-appointment * Replacement (*to complete term of departing board member*)
- 2. Candidate does not reside on the college foundation board of trustees Affirmed

Candidate for Appointment/Reappointment/Replacement:

3. Name (include title Mr. /Ms. /Dr.): _____

4. Mailing Address: _____

Please indicate Home (H) or (W)

5. Contact Phone: #: (_____) _____

6. E-mail Address: _____

7. County represented: _____

For Appointment/Reappointment: Indicate Year of Term Expiration: _____

For Reappointments: This will be the appointee's: (*please check the appropriate box*)

- 1st term 2nd Term 3rd Term 4th Term (*requires a letter from the president explaining need*)

For Replacement Candidates:

Name of resigning Board Member: _____

Indicate year of replacement term expiration: _____

Recommended by: (*please check the appropriate box*)

- Current Board Member Local Chamber Local Development Authority
- Other If "Other" please name _____

State Board member advised of candidacy: _____

(Signature)

College President

Date