

Nominations and Election of Co-Chairs For 2014-2015

June 2014

Overview of this Report

This item calls for the Committee on Accreditation to nominate and possibly elect individuals to serve as Co-Chairs, one from K-12 education and one from post-secondary education, for the 2014-2015 meeting year. The nominations and election shall take place in accordance with the adopted procedures of the Committee on Accreditation.

Staff Recommendation

Staff recommends that the Committee determine if it would like to hold elections for the COA Co-Chairs at this meeting, or at the August meeting. In either situation, nominations will be opened at this meeting by the Administrator of Accreditation.

Background to this Report

The Committee on Accreditation has developed a *Procedures Manual* to govern its activities. <http://www.ctc.ca.gov/educator-prep/coa-files/COA-Procedures-Manual.pdf>. The *Manual* was last revised in April 2010. Chapter Two addresses the *Organization of the Committee*. It lists the officers as two Co-Chairs – one representing K-12 public education and one representing post-secondary education and describes their duties, procedures for the election of officers, a description of terms and term limits, and a mechanism for appointing officers pro-tempore.

According to the *Procedures Manual*, the “...nominations are to be made at the next to last regularly scheduled meeting of the Committee and the election should take place at the last Committee meeting of the year.” The next to the last Committee meeting of the year for 2014 would have been the April meeting. However, because this meeting was full with other agenda items including an unprecedented number of site visit reports, nominations were not opened at that time. The Administrator of Accreditation will open nominations for the Co-Chairs for 2014-15 at this meeting.

Given that nominations are being opened at the June meeting, the COA could either 1) choose to hold elections at the June meeting or 2) waive its *Procedures Manual* and hold the nominations open until the August meeting at which time additional nominations could be made and the elections be held. This would require that the COA vote, by a majority vote, to waive its *Procedures Manual*. Section #101 of the Committee on Accreditation Procedures Manual states that “Adoption, amendment or repeal of any procedure is accomplished by majority vote of the Committee. Procedures of the Committee may be enacted at any regular public meeting of the Committee.” Majority vote is defined as a majority of members in attendance when there is a quorum present. A quorum is defined as seven or more members of the Committee.

Eligibility of Members for Co-Chair

Section #202 of the COA *Procedures Manual* states, “No member of the Committee shall be elected to the office of Co-Chair of the Committee for more than two one-year terms.” Reyes Quezada and Kenneth Lopour are the Co-Chairs for 2013-14. Both have served one term as Co-Chairs and, therefore, are eligible to serve another term. Committee member Gary Kinsey has served two terms as Co-Chair in his first term on the COA as did Anne Jones. (Both were reappointed to the Committee on Accreditation by the Commission. Section 202 of the Procedures Manual does not specify whether the two one-year term limit is for one’s entire

service on the Committee or for each term. This may be a clarification the COA may wish to make in its Procedures Manual for the future.) In addition, three years ago, the COA voted to waive Section 202 of the COA Procedures Manual and re-elect Nancy Watkins as Co-Chair for 2011-12, which allowed her to serve as Co-Chair for three years.

No other Committee member has previously served as Co-Chair of the Committee to date. If a member plans to make a nomination, the consent of the individual nominated must be obtained.

The nominations for the COA Co-Chairs for 2014-15 will be opened at this meeting. The COA will need to determine whether it would prefer to 1) hold elections for the 2014-15 COA Co-Chairs at this meeting or 2) keep nominations open until the August 2014 meeting at which time nominations would be closed and an election held.