

# Nomination of Co-Chairs 2012-2013

May 2012

## Overview of this Report

This item calls for the Committee on Accreditation to nominate individuals to serve as Co-Chairs, one from K-12 education and one from post-secondary education, for the 2012-2013 meeting year. The election of Co-Chairs will take place at the June 2012 meeting. The newly elected Co-Chairs will take office at the August 2012 meeting and serve through the June 2013 meeting. The election shall take place in accordance with the adopted procedures of the Committee on Accreditation.

## Staff Recommendation

Staff recommends that the Committee conduct its nomination and election in accordance with its adopted procedures. Therefore, the COA should nominate individuals at this meeting to serve as Co-Chairs. The call for nominations will remain open until the time of the election at the June 2012 meeting. The COA will conduct the election at the June 2012 meeting.

## Background to this Report

The Committee on Accreditation has developed a Procedures Manual to govern its activities. The Manual was last revised in April 2010. Chapter Two deals with the *Organization of the Committee*. It lists the officers (two Co-Chairs – one representing K-12 public education and one representing post-secondary education) and 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." Therefore the nominations should be opened at the May 2012 COA meeting and the election should take place at the June 2012 COA meeting.

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.

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." Currently, Anne Jones and Nancy Watkins are Co-Chairs for 2011-12. Anne Jones has served one term as Co-Chair and, therefore, is eligible to serve another term. Nancy Watkins has served a total of three years as Co-Chair. Last year, the COA voted to waive Section 202 of the COA Procedures Manual and re-elect Nancy Watkins as Co-Chair for 2011-12. The COA may waive provisions in its Procedures Manual by a majority vote.

Committee member Gary Kinsey served two terms as Co-Chair in his first term on the COA. Gary Kinsey was reappointed to the Committee on Accreditation by the Commission in April 2012. 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.

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 Administrator of Accreditation will conduct the election in June 2012.

## **Appendix: COA Procedures Manual**

### **ORGANIZATION OF THE COMMITTEE**

#### **200**    *OFFICERS OF THE COMMITTEE, DUTIES*

The Committee shall have co-chairs. The co-chairs shall represent K-12 public education and higher education. The co-chairs are to direct meetings of the Committee, approve the draft agendas for the meetings, speak for and provide communication on behalf of the Committee, and work directly with the Administrator of Accreditation in between meetings of the Committee. The co-chairs are to represent the Committee at Commission meetings, as appropriate.

#### **201**    *PROCEDURE FOR THE ELECTION OF OFFICERS*

- (a) The nominations for co-chairs are to be made at the next to last regularly scheduled meeting of the COA and the election should occur at the last Committee meeting of the year. Nominations will remain open until the Administrator of Accreditation officially closes the nominations just before the election at the last meeting of the year.
- (b) Nominations shall be made in open session. If a member of the Committee plans to make a nomination, it is his/her responsibility to procure the consent of the individual being nominated.
- (c) The Administrator of Accreditation will conduct the session for nominations and the annual election of co-chairs. The election of the co-chairs will take place as the last item of business at the last Committee meeting of the year
- (d) The newly elected co-chairs shall assume office at the next Committee meeting following their election.

#### **202**    *TERMS, TERM LIMITS*

No member of the Committee shall be elected to the office of co-chair of the Committee for more than two one-year terms

#### **203**    *OFFICER VACANCY*

In the event of vacancy in the office of co-chair, a successor may be elected to hold office for the unexpired term.

#### **204**    *CHAIR PRO-TEMPORE*

In the case that both co-chairs are absent from a meeting, the Committee Chairs shall appoint a Chair Pro Tempore for the meeting.