

# **POLICY AND PROCEDURES COMMITTEE (PPC)**

## **REPORT TO THE BOARD, January 15, 2019**

### **Board Manual Revisions Proposed:**

The following draft language for inclusion in the Board Manual is proposed. The language addresses the process for filling vacated positions of officers as well as elected members of the Board.

#### **Vacated Officer Positions:**

It is important to fill board officer vacancies as quickly as possible in order to effectively carry out the work of the Association. Action to fill vacated officer seats should not be delayed by waiting until the next meeting of the Board, but should be resolved as soon as the vacancy becomes known through electronic means [by email].

**Officers of the Board** are **elected** annually by the members of the full Board and are not appointed by the President. When an officer vacancy arises, the following processes shall be initiated:

- **Vacancy of the Board President:** Should the president of the board vacate their seat prior to the end of the term, the sitting President-Elect shall assume the seat through the end of the current term which then necessitates a vacancy in the seat of the President-Elect.
- **Vacancy of the President-Elect:** Should the President-Elect of the board vacate the seat prior to the end of their term, either to fulfill the unexpired term of the current President or for other reasons, the full board shall be polled by email to solicit nominations from within their ranks to fulfill the term of the President-Elect. Board members may self-nominate or nominate others on the Board for the open seat.

The day following the polling of the Board, a timeline of 7 business days will commence. During that time, a ballot of all self-nominated board members will be electronically distributed to the Board and any votes received prior to the end of the 7<sup>th</sup> day shall be counted and the nominee with the most votes will be selected to fulfill the unexpired term and may then ascend to the presidency at the next officer election.

- **Vacancy of the Immediate Past President:** Should the Immediate Past President vacate their seat prior to the end of the term, the seat shall remain open until the following election of officers.

#### **Vacated elected board seats and unfulfilled Board terms:**

In concert with each annual election of the Board, an advisory or disclaimer should appear on both the solicitation that is distributed to members encouraging them to run for the Board, and also on the final ballot. The advisory makes clear that in the event of a vacancy in the elected seat, the 1<sup>st</sup> runner up in the most recent election for the seat in question will be offered the opportunity to complete the unexpired term.

Should the 1<sup>st</sup> runner up decline the offer, the President of the Board shall appoint an ACCCA member from the same classification as the vacated seat to complete the unexpired term. The appointment must have the concurrence of the full board within 7 days of the appointment.

## **Operating Manual Revisions:**

At their March 6 meeting, the PPC anticipates discussing the process of staff appointing Campus Contacts on an ongoing basis. As you may recall, this issue was brought to light when a recent appointment was found to be potentially inappropriate based on the title/position of the individual. Following the Board's discussion, staff amended existing guidelines as follows [revised language is underlined] and the process that is being proposed by staff will be reviewed by the PPC:

### **The Role and Responsibility of the ACCCA Campus Contact:**

As a voluntary professional association with members on each campus and at district offices throughout the state, ACCCA must provide a structure for effective two-way communication between the Association and our members and potential members if their current needs are to be understood and served. The primary person in this communication network is the Campus Contact.

ACCCAs network of 122 Campus and District Office contacts are coordinated through the leadership of the Regional Member Council [ref. RMC Charter]. Following is the criteria for service as a Campus Contact; their responsibilities in the role, and the processes for maintain this key volunteer resource group.

The Campus Contact should be responsive to all inquiries from members and non-member administrators and provide information as requested and should initiate contact with any newly hired administrators at their campus.

### **CRITERIA FOR SERVICE:**

Any member of ACCCA may serve as the ACCCA contact on their campus if:

- Their membership status is active and in good standing
- They represent an administrative category that is reflected on the Association's Board of Directors
- They are willing to perform the tasks required of the role including responding to regular prompts from ACCCA and their Regional representative on the Member Council.

### **RESPONSIBILITIES OF THE CAMPUS CONTACT:**

- The primary responsibility of the Campus Contact is to **represent the administrators and managers, both members and non-members, at the campus where they serve.**
- The Campus Contact **serves as the point of information about ACCCA membership, services and programs** at their campus or in their multi-campus district office.

- The Campus Contact agrees to **respond to prompts from their Regional Council representative or from ACCCA in a timely manner** and follows through on the distribution of information and quick polls as requested.
- **Forwards any feedback from their campus colleagues** back to ACCCA or the Regional Rep.

#### **APPOINTMENT OF THE CAMPUS CONTACT:**

Candidates for the role of Campus Contact are identified either by self-nomination, recommendation of a colleague or from the most current roster of members at the Campus. Appointment of the Campus Contact is made by ACCCA's Executive Director in consultation with staff and the Regional Council representative, and is based on the criteria outlined above. The appointment is in effect and endures until such time as the Campus Contact relocates, resigns or is removed.

#### **REMOVAL FROM SERVICE:**

A Campus Contact may discontinue their own service at any time and a replacement representative will be appointed from among the members at the campus. A Campus Contact can be removed in the event they no longer meet the criteria for appointment, or in the event that a complaint against an individual serving in the role of Campus Contact is either corroborated or substantiated.

#### **CAMPUS CONTACT SUCCESS INDICATORS:**

- **Campus Contacts stay informed and connected.** Campus Contacts carefully read all materials provided by the ACCCA Office and their Regional Rep and become familiar with membership benefits and ACCCA's operational structure.
- **They network.** Whenever possible, Campus Contacts attend ACCCA functions to connect with their colleagues statewide.
- **They enlighten others and keep them informed.** Campus Contacts may arrange to provide periodic reports about ACCCA membership and/or activities at management meetings, and solicit their colleagues' suggestions on ACCCA services and programs.
- **Recruit new members.** Campus Contacts share their own ACCCA story to their colleagues and make sure that new administrators on their campus are informed about member benefits and invited to join.
- **Keep ACCCA informed.** Campus Contacts will provide information to staff about changes in their administrative ranks [new hires, retirements or other changes.] They will also provide any feedback they get from campus administrators that might inform ACCCA member benefits, services or programs.