

Procedure: 2.4.5p

Approving Technical College Local Board Members

Revised: July 15, 2015; and April 12, 2011

Last Reviewed: May 14, 2025

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. This procedure aims to set forth a streamlined process for the nomination and appointment of these people while maintaining authority over the composition of the local board.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties
O.C.G.A. § 50-14-3 – Excluded Proceedings
O.C.G.A. § 50-14-4 – Procedure when Meeting Closed
Statewide handbook for local Board members of TCSG
TCSG State Board Policy 2.4.1 – Local Board Responsibilities and Authority

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. The submission process for appointments and reappointments to local Boards of Director of a Technical College:

All new appointments for the next fiscal year and reappointments of board members eligible for a second, third, or term will be considered by the State Board at its May meeting.

- 1) New Appointments to be effective in the current fiscal year may be considered at the August, September, October, or December State Board meetings.

- 2) Replacement candidates may be considered any month the State Board convenes. The Board Candidate Form should include the name of the board member the candidate will be replacing and the remaining timeframe of the current term. (NOTE: Replacement candidates will be eligible for three-year terms as a new board appointment once they complete the replacement term.)
- 3) All submissions should be sent directly to the TCDA Office at Century Place. Completed Board Candidate Forms, including supporting documents (i.e., resume, letters of support, etc.), must be submitted 30 days before the State Board meeting date.
- 4) Requests for exceptions to established timeframes for any 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. The necessity for unique expertise for programs.
 - c. Inclusion of a significant industry or unique industry for which there is no current board representation or expertise.
 - d. Maintenance of diversity in the business, industry, and economic development also reflects the service area's population.
- 5) The TCDA Office will send an updated summary of local board member status throughout the year to facilitate scheduling necessary appointments or reappointments.
- 6) Upon approval by the State Board, proposed candidates for Local Board members may take their place on the board at the following 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 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 members 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 and then in the office whenever, in their judgment, the best interests of the college and/or local board of directors are affected. The written request for removal with a supporting statement of concern must be forwarded to the TCDA Office by the college president for submission to the State Board. The State Board will notify the local board member of the proposed removal date, time, place, and purpose of the meeting at which the removal is to be done. Notice will be given at least ten

(10) days before the date of such meeting and will state the reason for the proposed removal. Disciplinary issues shall be conducted per Georgia's Open and Public Meeting Statutes O.C.G.A. § 50-14- 3 and 50-14-4.

VII. RECORD RETENTION:

Records pertaining to Meetings agendas, minutes, packets supporting an agenda, should be maintained permanently. Notes and records used to create the approved minutes and support documentation should be retained until minutes are approved. Vital records should be duplicated and stored offsite.



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's application.

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

Please submit the original signed form to **Technical College Directors Association**

1800 Century Place NE ~ Suite 275 Atlanta, Georgia 30345

College Submitting Request:

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

1. The candidate is being submitted as *(please check the appropriate box)*
☐ Appointment ☐ Re-appointment ☐ Replacement *(to complete the term of a departing board member)*
2. The candidate does not reside on the college foundation board of trustees or affirmed.

Candidate for Appointment/Reappointment/Replacement:

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

4. Mailing Address: _____

5. Contact Phone: #: () _____

6. Email 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)*

- ☐ First term ☐ Second Term ☐ Third Term ☐ **Fourth Term** *(requires a letter from the president explaining need)*

For Replacement Candidates:

Name of resigning Board Member: _____

Indicate the 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