

Board Procedure



Procedure Title: Procedural Guide for Filling
Trustee Vacancy

Related Policies: Trustee Vacancy Policy 1.18
Related Bylaw: Article II. Section 7. Trustee
Vacancy

Procedure Number: 1.18

Office Responsible: Board of Trustees

Related Laws: MCL 389.157, 158, MCL 168.311
et. seq., MCL 15.261 et. seq.

Procedural Guide for Filling Trustee Vacancy

In accordance with the Board Trustee Vacancy Policy 1.18, the following procedural guide serves as a sample framework for assisting the Board in determining a procedure consistent with Board Bylaw Article II. Trustees Section 7. Trustee Vacancy, Board Trustee Vacancy Policy 1.18, and applicable law.

Announcing/Posting the Vacancy and Requesting Applications

Upon the occurrence of a vacancy, the Board, as a whole, shall immediately begin the process of announcing/posting the vacancy via the media, the College's website, letters, and other modes of communication and request that interested persons submit an application to the Board Chair. The Board shall also notify, to the extent they exist, the top three individuals receiving the most votes on the last election ballot who were not selected by the County electorate and inform them of the opportunity to apply for the vacancy.

The Board will determine criteria for the position which shall be included in the announcements and postings. The announcements and postings shall provide links to the application with direction on how to submit the application and the deadline for submitting applications. All announcements and application forms shall comply with the Americans With Disabilities Act and the Michigan Persons With Disabilities Act.

The Selection Process

The process for selecting the appointee shall be conducted at a properly noticed public Board meeting(s) at which a quorum is present and held in accordance with the Michigan Open Meetings Act as follows:

1. Selecting Interview Candidates

The Board shall interview all candidates who submit an application and meet the statutory eligibility requirements to hold the office.

2. Interviewing Candidates With Agreed Upon Criteria

The Board shall use agreed upon criteria for determining the successful candidate and use the criteria for formulating interview questions, evaluating responses, noting comments, and facilitating discussion of the candidates. A non-exhaustive list of criteria is attached as a guide per Exhibit A.

Reasonable accommodations will be provided for those with legally protected disabilities.

3. Narrowing the Field To The Top Three Candidates

Following the interviews, Trustees individually list all the candidates they deem acceptable to move forward. Each Trustee publicly announces their list which is recorded in the Board meeting minutes.

The Board Chair and Board Secretary review the lists and tabulate which candidates appear on all the lists or those that at least appear the most, narrowing the results to the top three candidates if at all possible. In the event there is a tie for the third spot, all candidates tied for the third spot will move forward.

The Board Chair announces the top three candidates and facilitates discussion of the candidates by the Trustees.

4. Narrowing the Field To The Top Two Candidates

Following the discussion facilitated by the Board Chair, each Trustee names their first and second choice for the appointment. Each Trustee publicly announces their ranking which is recorded in the Board meeting minutes.

The Board Chair and Board Secretary tally the results and the Board Chair announces the top two candidates.

5. Selecting the Top Candidate

Following further discussion of the top two candidates facilitated by the Board Chair, the Trustees vote for one of the two candidates by roll call vote. The successful candidate must receive a majority of the votes of the remaining Trustees on the Board. In other words, the remaining Trustees on the Board, by majority vote, select one candidate. (MCL 389.158) For example, if one seat of the seven Trustee Board becomes vacant, the Board would need a majority four (4) out of the six (6) remaining members to vote for a specific candidate to fill a vacancy at a meeting at which a quorum is present. So if only four (4) of the remaining Trustees appear at the meeting, the successful candidate must receive all four (4) votes from the Trustees present. In the event one candidate does not receive the majority of the votes of the remaining Trustees on the Board, the Board may, upon receipt and passage of an appropriate motion, discuss the candidates and vote again until one candidate receives a majority of the votes of the remaining Trustees on the Board. Each vote shall be recorded in the Board meeting minutes.

Once a candidate receives at least a majority of the votes of the remaining Trustees on the Board, the Board Chair announces the results of the vote and seeks a motion for appointment of the successful candidate. After support for the motion and discussion, the Trustees vote by roll call vote on the motion.

Each vote shall be recorded in the Board meeting minutes. The motion requires a majority vote of the remaining Trustees on the Board to pass.

Exhibit A Example Trustee Vacancy Criteria	
1. Student Advocate. The candidate demonstrates a belief and true commitment to putting students first, the successful future of all students in the College, and a proven history of advocacy on their behalf.	Comments:
2. Commitment to Public Community College Education. The candidate demonstrates a passion for public community college education, providing a quality education, and is not driven by their own personal agenda or political aspirations.	Comments:
3. Leadership. The candidate demonstrates a passion for moving the College forward, is an innovative collaborative problem solver who is effective in building consensus, is not adverse to change and reform, and committed to transparency in decision making.	Comments:
4. Board Policy Governance Model. The candidate demonstrates an awareness of the Board’s policy governance model and the ability to rely on data and facts in decision making.	Comments:
5. Commitment to DEIJ. The candidate demonstrates a commitment to the values of diversity, equity, inclusion and social justice as it relates to the college community including without limitation students and employees.	Comments:

<p>6. Fiduciary Oversight Role. The candidate demonstrates an understanding of the fiduciary oversight role of a Trustee with the responsibility of determining College priorities through ENDS policies and dedicating resources to priorities while maintaining a balanced budget.</p>
<p>Comments:</p>
<p>7. Higher Education Issues. The candidate demonstrates an awareness of current issues in higher education that affect community colleges and OCC in particular.</p>
<p>Comments:</p>
<p>8. Time Commitment. The candidate demonstrates an understanding and commitment to regular attendance of Board meetings, committee work, professional development, and being well informed of issues coming before the Board.</p>
<p>Comments:</p>
<p>9. Integrity. The candidate has a demonstrated reputation for honesty, integrity and trustworthiness and adheres to a high ethical standard.</p>
<p>Comments:</p>
<p>10. Community Outreach. The candidate demonstrates an understanding of the importance of engaging the community.</p>
<p>Comments:</p>

Change Log
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