

**Policy Category:** Board Governance Policy

**Policy Number:** 1.15

**Policy Issued:** 10/13/2022

**Policy Revised:** 10/13/2022

**Policy Reviewed:** 10/13/2022

**Policy Title:** Caucus Meetings – Selection Process for Board of Trustees

**Policy Board Approved:** 10/13/2022

**Purpose:** To appoint / reappointment members to the Board of Trustees.

**Members:** Caucus members are apprised of city, village exempt, and ESC (ORC 3357.05) school board presidents from Hocking College’s county service areas Athens, Hocking and Perry counties. Pursuant to ORC 3357.05, the chair of the caucus is the qualified school board president from the largest school district measured by student enrollment. Prior to a Caucus the Hocking College Board Secretary will validate with Ohio Department of Education school district designations and student enrollment to assure compliance with ORC 3357.05.

1. Annually in June, the Hocking College President and Hocking College Board chair will review the expiration dates for the Hocking College Board of Trustees. If a Board member has been appointed by the Caucus and the term is going to expire, or if at such time a seat otherwise becomes vacant, a Caucus Meeting will be scheduled by the Hocking College Board Secretary in collaboration with the Caucus Chair.
2. The Hocking College Board Secretary will prepare a notice to be sent to the press requesting nominations (see below sample). The notice will be sent to the Hocking College Director of Marketing who will send the notice to the press.
3. Letters of interest and resumes will be sent to the Hocking College Board Secretary who will verify the nominees live in the service area and meet all requirements to hold a vacant trustee position.
4. After deadline for nominations, the Hocking College Board Secretary in collaboration with the Caucus Chair will schedule a Caucus meeting.

1. Once a date is determined for the meeting, the Hocking College Board Secretary will:

* Send an email to caucus members with the date, time, and place of the meeting.
* Scan and then attach to the email all letters of interest and resumes of qualified candidates
* Schedule a meeting room at the Hocking College campus and complete catering form
* Send an email to President and Chair of the Board of Trustees of Hocking College announcing the meeting.

1. Fifty percent of the caucus members must be present to have a quorum.
2. Each seat should be voted on individually.
3. The caucus members meet, reappoint a member or select a new member to the Hocking College Board of Trustees.
4. After the meeting, minutes are prepared by the Hocking College Board Secretary and sent to the President of the Caucus for review and signature. (see attached template for minutes).
5. Hocking College Board Secretary will send an email to those nominees who were not selected.
6. The President will call reappointments / new appointments to congratulate them on their appointment and provide meeting dates for future regular meetings. An email confirmation will be sent by the Hocking College Board Secretary.
7. If there is a new appointment, an orientation meeting will be scheduled between the Hocking College President and the new appointee.

**Sample Call for Nominations**

**Nominations Sought for Hocking College Board**

**Date: August 5, 2019**

***For Immediate Release***

NELSONVILLE – A caucus of presidents representing City, Exempt Village, and ESC boards of education in Athens, Hocking and Perry counties will meet to appoint three members to the Hocking College Board of Trustees. Interested candidates must reside in Athens, Hocking or Perry counties. Preference will be given to **<*insert current counties of member’s>*** applicants to give balance to the Board.

The application deadline is ***<time, date.>*** A letter of interest and resume should be sent to Board Secretary, Office of the President, Hocking College, 3301 Hocking Parkway, Nelsonville, OH 45764.

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With more than 50 associate degree programs to choose from, Hocking College offers students a quality educational experience that is flexible, affordable and applicable to their career goals. Hocking College’s supportive faculty, interactive classes and valuable campus resources provide a hands-on learning environment that enables students to continually thrive. Located in Southeastern, Ohio, the 2,300-acre institution is rich in history, nature, art and culture. For more information, visit [www.hocking.edu](http://www.hocking.edu).

The mission of the College is: We serve as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives.

Thank you.

Hocking College

**Sample**

Email language for Caucus Meeting

As the President of your City, Exempt Village, or ESC School Board, you are automatically part of the Caucus for Hocking College when there is a need to appoint / reappoint board members. ORC 3357.05 (Attached).

Attached are qualified resumes and supporting documentation for an upcoming Caucus meeting to appoint / reappoint board members for the Hocking College Board of Trustees.  This year there are three positions that expired on ***<date>.***  Two openings of Athens County representatives and one representing Hocking County.

The meeting will be held on ***<date>,*** at **<time>,** at The Lodge at Hocking College (or other location), (15770 OH-691, Nelsonville, OH 45764).

Dinner or refreshments will be served.  Please let me know as soon as possible, if you can attend and if you have any food preferences or food allergies.

Thank you so much.  I look forward to hearing from you.

**TEMPLATE FOR MINUTES**

**(Hocking College Logo)**

**Caucus of School Board Presidents Meeting Documentation**

**DATE**

Call to Order: (name of president), Chair, Caucus of School Board Presidents

Time / Place: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roll Call:

1. , Chair, Caucus of School Board Presidents ( X District)\_\_
2. , Athens City School District
3. , Athens-Meigs ESCU
4. , Crooksville Village Exempt School District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. , Nelsonville-York City School District \_\_\_\_\_
6. , New Lexington City School District
7. , Muskingum Valley ESC

Additional Hocking College administrators:

\_ \_\_\_\_\_\_

Board of Trustees: \_\_

Motion/Candidates Selections:

Discussion:

Reappointment / Appointment –

Roll Call Vote:

1. , Chair, Caucus of School Board Presidents
2. , Athens City School District
3. , Athens-Meigs ESCU
4. , Crooksville Village Exempt School District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. , Nelsonville-York City School District \_\_\_\_\_\_
6. , New Lexington City School District
7. , Muskingum Valley ESC

Appointment – \_\_\_\_\_\_\_\_\_\_ made a motion to appoint \_\_\_\_\_\_\_\_ to the Hocking College Board of Trustees. The motion was seconded by \_\_\_\_\_\_\_. The motion was unanimously approved by those present with a Roll Call Vote.

Roll Call Vote:

1. , Chair, Caucus of School Board Presidents
2. , Athens City School District
3. , Athens-Meigs ESCU
4. , Crooksville Village Exempt School District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. , Nelsonville-York City School District
6. , New Lexington City School District
7. , Muskingum Valley ESC

Adjournment:

A motion was made by \_\_\_\_\_\_\_\_\_\_\_\_ and seconded by \_\_\_\_\_\_\_\_\_\_ to adjourn the meeting. The motion was unanimously approved by those present. The meeting was adjourned at 5:10 pm.

Signature: \_ \_\_\_\_ Date:

Caucus Chairman

Signature Caucus Chairman

Minutes: \_ Name of Recorder \_\_\_ Date:

Signature Recorder

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