

March 1, 1999

To: HRD Coordinators/Directors

From: Barbara A. Boyce

Subject: HRD Advisory Board

It's time that we elect new HRD Advisory Board Members. Attached you will find an excerpt from the HRD Advisory Board Handbook outlining nomination and voting procedures. Nevertheless, please be reminded of the following:

- ▶ Each region will elect their own chairperson-elect and regional representative.
- ▶ An at-large position has been added to the board titled "Recorder" whose main responsibility is to take minutes at State HRD Advisory Board meetings. This position is not "region" specific and will be voted on statewide.
- ▶ We encourage any HRD staff who has been with the program for at least one year to submit their name for the nomination.
- ▶ All nominations must be submitted to the State HRD Office by March 12, 1999.

The input I receive from the State HRD Advisory Board is vital to the growth and stability of the HRD program on both the state and local level. I realize that everyone is busy with their job responsibilities. But, this Board is not just for a certain (same) group of people. It is open to **any HRD staff** who meets the eligibility guidelines. Please take the initiative and get involved.

Thanks in advance for your cooperation!

Attachments

C: Presidents
Senior Continuing Education Administrators

CC99-078
Paper Copy

Election Process

The HRD State Office will send out a memo in February to all local programs soliciting nominations for Advisory Board positions. All nominations must be received by March 12. Elections will be held during regional meetings in the spring with incoming members taking office in July. Each region will elect a Chairperson-elect and Regional Representative. The current Chairperson-elect will become the new Chairperson. The Recorder will be voted on by each region with votes tallied statewide to determine the winner. The procedures for nominating and electing positions are as follows:

1. Each program will have ONE VOTE for each position. Only coordinators/directors vote for Chairperson-elect and all other HRD staff have ONE VOTE PER PROGRAM for Regional Representative.
2. Each program will have ONE VOTE for Recorder. This position is considered "at-large," therefore, any HRD staff member who has been in the program for at least one year is eligible for this position with the approval of his/her supervisor.
3. Only one HRD staff member from any program can serve on the Advisory Board in any given year. The only exception is when one position is that of Recorder.
4. All nominees must have approval of their supervisor and have adequate time to serve outside of the duties he or she performs at the local level.
5. Elected Advisory Board members must be able to keep in contact with their region both by phone and written correspondence and must have sufficient resources for travel to Advisory Board meetings and other appropriate workshops and conferences.
6. Elected Advisory Board members should be confident enough in their position to be able to represent their region on a state level.
7. In the event that an Advisory Board member cannot complete his/her term, the nominee with the next highest votes in that region will be asked to finish out the term. If no one else ran for that position, the Advisory Board will appoint someone from the region to finish the term. The appointee must go through the election process at the end of the term.
8. A Chairperson completing his/her term cannot be nominated for Chairperson-elect for one year. If for any reason the previous year's Chairperson is appointed to the committee again, he/she can only serve for the remainder of that term. No one person can serve more than three consecutive years on the Advisory Board unless that person is elected to serve as the HRD representative on the NCCCAEA Board.

HRD Advisory Board Nomination Form

Name: _____

Title: _____

College: _____

Phone: _____ **Fax:** _____

Please circle or check your answers to the questions below:

1. Have you been involved with the HRD program at least one year? Yes or No
2. Before submitting your name for nomination, you must have your supervisor's approval. (Your supervisor must sign this form in the space provided below.)

Supervisor's Signature: _____ Date: _____

3. What position are you seeking?
_____ Chairperson-elect
_____ Regional Representative
_____ Recorder
4. What is your HRD regional affiliation?
_____ West
_____ Central
_____ East

Please complete this form by March 12, 1999

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