



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 29, 2000

Memorandum

To: HRD Coordinators/Directors
From: Barbara A. Boyce
Subject: HRD Advisory Board Elections

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. Please be mindful of the following:

- Each region will elect their own chairperson-elect and regional representative.
- The At-large position added to the board is titled "Recorder." This individual's main responsibility will be taking minutes at State HRD Advisory Board meetings.
- All nominations must be submitted to the State HRD Office by March 15, 2000.

The HRD Advisory Board is vital to the growth and stability of the HRD program on both the state and local level. I encourage anyone who meets the eligibility guidelines to get involved. If you have any questions, please let me know.

Attachments

C: Presidents
Senior Continuing Education Administrators

CC00-059
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 15. 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 answer to the questions below:

1. Have you been involved with the HRD program at least one year?

_____ Yes
_____ No

2. What position are you seeking nomination?

_____ Chairperson-elect
_____ Regional Representative
_____ Recorder

3. What is your HRD regional affiliation?

_____ West
_____ Central
_____ East

Before submitting your name for nomination, you must have your immediate supervisor's approval. Please obtain a signature below.

Supervisor's Signature: _____ Date: _____

Please complete and fax by March 15, 2000

Barbara A. Boyce

Fax: (919) 715-5796