



Board Member Appointment and Reappointment Process

To be qualified to serve on an Academy's Board of Directors, a candidate must:

1. Be a citizen of the United States;
2. Be a Resident of the State of Michigan;
3. Complete the PSA Board Member Appointment Application;
4. Be nominated by a Charter School Academy Board;
5. Complete interview conducted by Academy Board or other Academy Designee;
6. Pass a criminal background check;
7. Be approved by the Bay Mills Community College Public School Academy Authorizing Body;
8. Take Public Oath of Office; and
9. Acceptance of Office.

The member of the Academy Board of Directors shall include at least one (1) parent or guardian of a child attending the school and one (1) professional educator, preferably a person with teaching or administrative experience. The number of board member positions should never be fewer than five (5) nor more than nine (9). Term of office shall not exceed three (3) years established and administered by BMCSO.

Vacancy

If board member resigns, the Academy Board should take action to accept the resignation. The Board meeting minutes should reflect the acceptance of the resignation. The Academy Board must advertise in at least three (3) places that a Board position is open.

Submit a copy of the letter to Epicenter (Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Resignation Letter**, click Select and choose the PSA name, enter the letter date, enter the Board members last name, first name, click Select Files, choose resignation letter file from your computer, and then click Submit).

Nomination

The Academy Board will take action at the Academy Board meeting to nominate a prospective Board member. Submit the following into Epicenter for Nomination:

1. Memo stating nominee name, date of nomination, and why they were nominated;
2. Copy of draft or approved meeting minutes that approve the nominated Board member;
3. Copy of the three (3) advertisements that describe the open Board position.

(Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Nomination**, click Select and choose the PSA name, enter the Board nominees last name, first name, enter the nomination date, click Select Files, choose nomination document(s) file from your computer, and then click Submit).



Application

Board candidate will complete the form **PSA Board Member Appointment Application**.

Submit the following into Epicenter for Appointment Approval:

1. PSA Board Member Appointment Application
2. PSA Board Member Resume
3. PSA Board Member Applicant Interview
4. PSA Board Member Applicant Reference Interview

(Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Application Documents**, click Select and choose the PSA name, enter the Board nominees last name, first name, click Select Files, choose application document(s) file from your computer, and then click Submit).

Interview

The Academy Board or other Academy Designee will interview the three (3) character references that are listed in the PSA Board Member Appointment Application using form **PSA Board Member Applicant Reference Interview**. The Academy Board will interview prospective Board candidate at an Academy Board meeting using form **PSA Board Member Applicant Interview**. The PSA Board Member Applicant Interview form must be notarized.

Background Check

BMCSO will conduct a criminal history background check. The Board candidate must pass a criminal background check.

Approval

Under exigent conditions, and with the approval of the College Board's Chair, the College's Director of Charter Schools may appoint a qualified individual to serve as a member of the Academy Board. All appointments made under this provision must be presented to the College Board for final determination at its next regularly scheduled meeting. The College Board reserves the right to review, rescind, modify, ratify, or approve any appointments made under the exigent conditions provision.

Oath of Office and Acceptance of Office

Before beginning service, the Board candidate shall take and sign the constitutional oath of office before a justice, judge, or clerk of a court, or before a notary public. The Oath of Office must be notarized. Board candidate must also fill out the Acceptance of Office form.

Submit the Oath of Office into Epicenter (Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Oath of Office**, click Select and choose the PSA name, enter the Board members last name, first name, click Select Files, choose the oath of office file from your computer, then click Submit).

Submit the Acceptance of Office into Epicenter (Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Acceptance Letter**, click Select and choose the PSA name, enter letter date, enter the Board members last name, first



name, click Select Files, choose the acceptance letter file from your computer, and then click Submit).

Reappointment

If Board member is seeking reappointment, they must turn in all materials by May 31st. Follow the process above for posting and nomination. Complete the **PSA Board Member Reappointment Application** and **PSA Board Member Resume**. BMCSO will conduct a new criminal background check search. After review, the application will move to the approval phase, then the Oath of Office/Acceptance of Office phase if approved.

Submit the PSA Board Member Reappointment Application and PSA Board Member Resume into Epicenter (Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Application Documents**, click Select and choose the PSA name, enter the Board nominees last name, first name, click Select Files, choose application document(s) file from your computer, and then click Submit).

Forms

1. PSA Board Member Appointment Application
2. PSA Board Member Reappointment Application
3. PSA Board Member Resume
4. PSA Board Member Applicant Interview
5. PSA Board Member Applicant Reference Interview
6. Oath of Office
7. Acceptance of Office