BOARD MEMBER APPOINTMENT AND REAPPOINTMENT PROCESS OVERVIEW

BOARD OF DIRECTORS ELIGIBILITY REQUIREMENTS

To be eligible for appointment to an Academy Board of Directors, a candidate must:

- Be a citizen of the United States;
- Be a resident of the State of Michigan;
- Complete and submit the PSA Board Member Appointment Application;
- Provide three (3) character references;
- Complete an interview conducted by the Academy Board or its designated representative;
- Be nominated by a Charter School Academy Board;
- Pass a criminal background check;
- Receive approval from the Bay Mills Community College Public School Academy Authorizing Body;
- Take the Public Oath of Office; and
- Acceptance of Office.

BOARD STRUCTURE AND TERMS

The Academy Board of Directors shall include at least:

- One (1) parent or legal guardian of a child currently enrolled in the Academy; and
- One (1) professional educator, preferably an individual with teaching or administrative experience.

The Board shall consist of no fewer than five (5) and no more than nine (9) members.
Board members shall serve terms not to exceed three (3) years, as established and administered by the Bay Mills Community College Charter School Office (BMCSO).

BOARD VACANCIES AND RESIGNATIONS

In the event a Board member resigns, the Academy Board shall formally accept the resignation through official Board action. The acceptance of the resignation must be recorded in the meeting minutes. Upon acceptance of the resignation, the Academy Board must publicly advertise the vacant Board position in at least three (3) separate locations.

A copy of the resignation letter must be submitted through Epicenter using the following process:

1. Log in to Epicenter.
2. Select **Submission Upload.**
3. Under **Entity Type**, select **Board**.
4. Under **Submission Type**, select **Board Member – Resignation Letter**.
5. Under **Entities**, select the appropriate PSA name.
6. Enter the date of the resignation letter.
7. Enter the Board member's last name and first name.
8. Upload the required resignation letter document.
9. Click **Submit**.

APPLICATION

Each Board packet includes:

- **PSA Board Member Appointment Application**;
- **PSA Board Member Resume**;

- **PSA Board Member Applicant Interview** (Must be notarized);
- **PSA Board Member Applicant Reference Interview** (3 Reference Checks).

The documents must be submitted through Epicenter using the following process:

1. Log in to Epicenter.
2. Select **Submission Upload**.
3. Under **Entity Type**, select **Board**.
4. Under **Submission Type**, select **Board Member – Application Documents**.
5. Under **Entities**, select the appropriate PSA name.
6. Select the appropriate Appointment Timeframe.
7. Enter the Board nominee's last name and first name.
8. Upload the required application documents.
9. Click **Submit**.

REFERENCE CHECKS

The Academy Board or the Academy Designee will interview the three (3) character references listed in the PSA Board Member Appointment Application using the **PSA Board Member Applicant Reference Interview** form.

INTERVIEW

The Academy Board will interview the prospective Board candidate at an Academy Board meeting using the **PSA Board Member Applicant Interview** form, which must be notarized.

NOMINATION

The Academy Board will take action at the Academy Board meeting to nominate a prospective Board member. The following documents must be completed for Nomination:

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

The documents must be submitted through Epicenter using the following process:

1. Log in to Epicenter.
2. Select **Submission Upload**.
3. Under **Entity Type**, select **Board**.
4. Under **Submission Type**, select **Board Member – Nomination**.
5. Under **Entities**, select the appropriate PSA name.
6. Enter the Board nominee's last name and first name.
7. Enter the nomination date.
8. Upload the required nomination documents.
9. Click **Submit**.

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

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 using the **PSA Oath of Office** form, which must be notarized.

The document must be submitted through Epicenter using the following process:

1. Log in to Epicenter.
2. Select **Submission Upload**.
3. Under **Entity Type**, select **Board**.
4. Under **Submission Type**, select **Board Member – Oath of Office**.
5. Under **Entities**, select the appropriate PSA name.
6. Enter the Board member's last name and first name.
7. Upload the required oath of office document.
8. Click **Submit**.

ACCEPTANCE OF OFFICE

Before beginning service, the Board candidate must complete the **PSA Acceptance of Office** form.

The document must be submitted through Epicenter using the following process:

1. Log in to Epicenter.
2. Select **Submission Upload**.
3. Under **Entity Type**, select **Board**.
4. Under **Submission Type**, select **Board Member – Acceptance of Office**.
5. Under **Entities**, select the appropriate PSA name.
6. Enter the letter date.
7. Enter the Board member's last name and first name.
8. Upload the required acceptance of office document.
9. Click **Submit**.

REAPPOINTMENT

Board members seeking reappointment must submit all required materials no later than **May 31** of the applicable year. The Academy board shall follow the established process for posting and nomination as outlined in the Board Appointment Procedures. The Board candidate must complete the **PSA Board Member Reappointment Application** and **PSA Board Member Resume** forms. The BMCSO will conduct a new criminal background check. Following review, the application will advance to the approval phase. If approved, the candidate will proceed to the Oath of Office and Acceptance of Office phase.

The **PSA Board Member Reappointment Application** and **PSA Board Member Resume** forms must be submitted through Epicenter using the following process:

1. Log in to Epicenter.
2. Select **Submission Upload**.
3. Under **Entity Type**, select **Board**.
4. Under **Submission Type**, select **Board Member – Application Documents**.
5. Under **Entities**, select the appropriate PSA name.
6. Select the appropriate Appointment Timeframe.
7. Enter the Board nominee's last name and first name.
8. Upload the required application documents.
9. Click **Submit**.