TO: Community College Governing Boards  
    Via Community College District Superintendents/Chancellors

FROM: Ronald Myron, Executive Director

RE: PROCEDURE — 1979 NOMINATIONS TO  
    CCCT BOARD OF DIRECTORS VACANCIES

In accordance with CCCT Bylaws, community college district board nominations for  
vacancies on the CCCT Board of Directors are to be received by the association during  
June 1 through July 15, 1979. Community college boards, which are members of CCCT,  
are eligible to nominate.

CCCT asks that you place the nomination process on your next agenda. Important  
dates to remember:

- July 15 — August 15: Ballot Distribution
- August 15 — September 30: Voting Period for Vacancies on the  
  CCCT Board of Directors
- October 9: Deadline for Ballot Counting
- October 15: Notification of Election Results

Elected Directors will assume their responsibilities at the November, 1979, meeting of  
the CCCT Board of Directors. (Date and location has not been set.)

RM/ls

ATTACHMENTS:
Appendix A: CCCT Bylaws — Nomination of Directors/Student Trustee Director  
Appendix B: List of CCCT Directors Whose Terms Expire in 1979  
Appendix C: Sample Form for Letter of Nomination  
Appendix D: Biographical Sketch Form (This form must be completed and  
  returned to the CCCT Office with the Nomination Form.)  
Appendix E: Biographical Sketch Form (Student Trustee Directors)  
Appendix F: Letter of Nomination (Student Trustee Director)

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APPENDIX A

NOMINATION OF DIRECTORS

4.02 - ELECTION AND TERM OF OFFICE. The Board of Directors of CCCT shall consist of 16 (sixteen) members elected by the membership plus the four (4) officers of this association, plus the president and president-elect of the California School Boards Association. Directors shall be elected for two year terms with half being elected each year. Directors shall take office immediately upon election. (4.02 is presently under study by the CCCT Board of Directors for possible revision.)

4.03 - NOMINATION OF DIRECTORS.

(a) Any member board may nominate one (1) trustee for each vacancy on the Board of Directors.

(b) A nominee for CCCT Board of Directors must be a trustee other than a non-voting trustee of a community college governing board that is a member board.

(c) If a governing board is not a member board of the association at the time of nominations, written notice that the board, by official action, has decided to join CCCT for that year will satisfy the membership requirement contained in this section. This notice must be received by the association by the close of nominations (July 15).

(d) Nomination ballots shall be mailed to member districts prior to June 1, and nominations must be received by the CCCT office, or postmarked on or between June 1 and July 15. Each nomination shall be accompanied by a biographical sketch of the nominee. Each nominating board must certify in writing that the nominee has consented to be nominated at the time of nomination. The CCCT ballot shall provide for write-in candidates.

(e) If, by the close of nominations, there are insufficient nominations to fill all vacancies, the Board of Directors shall nominate individuals to run for all remaining vacancies.
The CCCT Student Trustee Director shall serve a one year term, or until a successor is elected. The Student Trustee Director shall be nominated and elected pursuant to the following election procedure:

a) The Student Trustee shall be nominated and elected by Student Trustees at the time regular Directors are nominated and elected.

b) A Student Trustee serving on a member board may submit one nomination for the Student Trustee Director vacancy.

c) Only a Student Trustee serving on a member board may be nominated to fill any Student Trustee Director vacancy.

d) If a governing board is not a member board of the association at the time of nominations, written notice that the board, by official action, has decided to join CCCT for that year will satisfy the membership requirement contained in this section. This notice must be received by the association by the close of nominations (July 15th).

e) Nomination ballots shall be mailed to member districts prior to June 1, and nominations must be received by the CCCT Office, or postmarked on or between June 1 and July 15. Each nomination shall be accompanied by a biographical sketch of the nominee. Each nominating Student Trustee must certify that the nominee has consented to be nominated at the time of nomination.

f) Each Student Trustee may cast one vote for the Student Trustee Director vacancy.

g) A ballot for the election of Student Trustee Director shall be sent to each board by August 15th. Ballots shall be returned to CCCT Office, postmarked on or before September 30th.

h) The ballots shall be counted by three tellers who shall be appointed by the President. Prior to counting, a “fourth person” shall open the outer envelopes of all ballots received within the time limits, and shall preserve secrecy of voting from the three tellers and all others.

i) The Student Trustee Director receiving the highest vote total as determined by the CCCT Election Committee shall serve as the CCCT Student Trustee Director.

j) In the event of a tie vote for Student Trustee Director, the winner shall be determined by procedures developed by the Board of Directors.
APPENDIX B

LIST OF CGCT DIRECTORS

WHOSE TERMS EXPIRE IN 1979

Daniel B. Grady
San Diego Community College District

Harry Hiraoka
State Center Community College District

Frances Compton
Marin Community College District

Arthur H. Bronson
Los Angeles Community College District

Fred Duman
South County Community College District

Carol Enos
Rancho Santiago Community College District

Ian Hardie
Yosemite Community College District

Roberta Mason
Lake Tahoe Community College District

Eleanore D. Nettle
San Mateo Community College District

George Rodda, Jr. (Dr.)
Coast Community College District
APPENDIX C
RECOMMENDATION FORM FOR LETTER OF NOMINATION

California Community College Trustees
1001 C Street, Suite 100
Sacramento, CA 95814

The governing board of the ____________________________________________
Community College District nominates ____________________________________
to be a candidate for the CCCT Board of Directors.

Our nominee is a member of the __________________________________________
Community College District governing board which is a member in good standing of the
California Community College Trustees. He/She has been contacted and has given per-
mission for his/her name to be placed into nomination. Enclosed is a completed bio-
graphical sketch form for our nominee.

Sincerely,

____________________________________
Signature of Clerk or Secretary

Please use a separate form for each Community College Trustee you nominate.
APPENDIX D
BIOGRAPHICAL SKETCH FORM

Name:__________________________________________

Address:__________________________________________; Zip Code:________

Home Phone:________________________ Office Phone:________________________ Area Code:________

Number of Children:________________________

Education:__________________________________________

Community College Board Activities:__________________________________________

CCCT Activities:__________________________________________

Civic Activities:__________________________________________

Other:__________________________________________

Date:________________________ (Over)
What do you see as the major issues and activities that should be considered by CCCT in the next two years? (50 words or less)


What do you feel you can contribute in these areas? (50 words or less)


Incumbent Members - CCCT Board of Directors (only)
Please list your years of service on the CCCT Board of Directors from its earliest inception.
APPENDIX E
BIOGRAPHICAL SKETCH FORM
STUDENT TRUSTEE DIRECTOR

Name: ____________________________

Address: ____________________________ Zip Code: ____________

Home Phone: ________________________ Office Phone: ____________ Area Code: ________

Education: ____________________________

Community College District Activities:

________________________________________________________________________

Student Government Activities:

________________________________________________________________________

Civic Activities:

________________________________________________________________________

Other: _______________________________

________________________________________________________________________

Date: ____________________ (over)
What do you see as the major issues and activities relating to community college students that should be considered by CCCT in the next two years? (50 words or less)

What do you feel you can contribute in these areas? (50 words or less)
APPENDIX F
RECOMMENDATION FORM FOR LETTER OF NOMINATION
STUDENT TRUSTEE DIRECTOR

California Community College Trustees Association
1001 G Street, Suite 100
Sacramento, Ca. 95814

The governing board of the Community College District nominates Student Trustee to be a candidate for election to the CCCT Board of Directors. (one nomination only)

Our nominee is a member of the Community College District governing board which is a member in good standing of the California Community College Trustees Association. He/She has been contacted and has given permission for his/her name to be placed into nomination. Enclosed is a completed biographical sketch form for our nominee.

Sincerely,

________________________________________
Signature of Clerk or Secretary