

**GENERAL GUIDELINES FOR SELECTION OF
BOARD DIRECTOR AND OFFICER NOMINATIONS**

I. **SELECTION PROCESS GUIDELINES**

The Nomination Committee appointed by the Board Chairman shall follow these general guidelines in seeking, receiving, screening and selecting elected member and officer nominees to the Cal Poly Corporation ("CPC") Board of Directors:

- A. **Committee Business.** All meetings of the Nomination Committee shall be duly noticed and held in accordance with the open meeting requirements of Section 89920 et seq. of the California Education Code. The Committee Chairman, assisted by designated staff, is responsible for the proper conduct of all meetings, coordination of committee business, and the presentation of nominations to the Board.

- B. **Seeking Nominee-Prospects.** The Committee shall prescribe the information required to constitute a nominee-prospect application and shall make the nature and form of such information available to interested individuals. An application for nomination to Board membership will not be complete unless such information is submitted on a timely basis to the Committee Chairman.

The Committee will establish a reasonable selection review schedule resulting in nominations at the annual meeting of the Board each May.

A written notice shall be sent to officer/member-incumbents with terms expiring, school deans, administrative division heads, and the Chair of the Academic Senate announcing the acceptance of and schedule for nominations. Announcements shall also be included in appropriate campus publications.

The Academic Senate shall submit to the Board Chair the names of at least two, but no more than three, qualified candidates for each faculty term up for election to the Board. The Board Chair shall advise the Board of the candidates and forward the candidate names and background information to the Board Nomination Committee. If the Committee fails to nominate candidates, or none of the candidates is elected by the Board, then the Chair shall notify the Academic Senate of the results and circumstances, together with a request for the submission of other candidate names.

- C. **Screening Nominee-Prospects.** Working from completed applications, the Nomination Committee shall evaluate prospects using the qualification criteria set forth in Section II below. The Committee may conduct interviews for qualified applicants as part of the screening process. The nominations selected by the Committee shall be by simple majority vote of the Committee.

- D. **Presentation of Nominations.** The Committee Chairman shall prepare and submit to the Board the nominations of the Committee. A nomination's report shall also be filed with the Board describing the process used by the Committee in selecting nominations.

II. QUALIFICATION CRITERIA

In evaluating and selecting nominees, the Nomination Committee shall use the following qualification criteria:

A. Elected Directors

Board Bylaws, Section 2(2), Article II, requires elected directors to be “faculty and administrative staff of the University”.

CPC Board Resolution No. 88-05 prescribed principles and a nomination process for the election of faculty members to the Board.

Director nominee-prospects should possess the following additional qualifications:

- tenured faculty and full-time administrative staff;
- a consistent history of active involvement with an interest in University affairs;
- demonstrated ability to work productively as a member of a governing body; and
- willingness to actively serve for the term of office.

Faculty elected to the Board should serve no more than two consecutive 3-year terms. In unusual circumstances, the Academic Senate may submit for nomination an incumbent faculty member who has exceeded this limitation.

Any vacancy to a faculty position on the Board shall be filled using the process and criteria described in these guidelines.

The composition of the Board as a result of director-elections must comply with Section 42602 of the California Code of Regulations. This section requires the Board to be composed of the following categories:

- Administration and staff;
- Faculty;
- Students; and
- Non-campus personnel.

Additionally, the Board has adopted the practice of having two faculty members serve as elected members of the Board.

B. Officers

Legal. Board Bylaws Section 2, Article III, requires that officers be nominated and elected from the elected directors and the University President, if he is a Board Member.

Other. Officer nominee-prospects should possess the following additional qualifications.

- active service to the CPC as a member of the Board of Directors.
- demonstrated leadership skills;
- recent experience in duties of the type and scope required of the office;
and
- willingness to actively serve for the term of the office.