

Nomination of Officers and Directors Process & Timeline

- January** The Chair shall appoint a nominating committee before April 14 (i.e. at least 60 days prior to CCATT Annual Meeting to be held June 15, 2019).
- February** **Proposed date: February 25.** The Nominations Committee will send an email message to college trustee liaisons inviting trustees/regents to submit a letter of interest in being nominated for currently open positions for CCATT Officers and Directors. The email invitation will include a list of the currently open positions with instructions for replying (i.e. submit a letter of support by the stated deadline) to the Nomination Committee Chair and Director of Trustee Strategies. Included with the invitation will be three attachments consisting of the CCATT Bylaws, Colleges by Size, and the Nominations Process & Timeline.
- April** **Proposed deadline: April 2.** After the deadline to receive all letters of interest and letters of support, the Director of Trustee Strategies will share a list of all nominees with the nominations committee and set up meeting to discuss and approve final nominees.
- The Nominations Committee will meet (via teleconference) to decide on a final slate of nominees for directors and will submit the committee's nominees to the Board Chair for approval by the Board (via teleconference) prior to the Annual Meeting. The Nominations Committee shall, in making its recommendations for a slate of candidates, and in particular, but not limited to, the positions to be filled by directors at large or by college size, take into consideration nominating trustees from Districts which have not previously had a trustee on the Board and to use its best efforts to so nominate such trustees. It is the policy of the Association to have a Board comprised of as many members from diverse regions of the Texas community college community as possible.
- May** **Firm date: May 14.** The slate of nominees for election and notice of the Annual Meeting will be delivered to the members at least 30 days in advance as provided in the Bylaws.
- June** **Firm date: June 15.** CCATT members vote to select officers and directors at the CCATT Annual Meeting to be held on Saturday, June 15.

Note: Nominations for open positions of officers and directors, also may be made from the floor of the Annual Meeting or a Special Meeting held for such election.