

BCAS Vacancy Procedures

ARTICLE I. PURPOSE

Section 1. The purpose of this document is to provide transparency in the appointment of vacancies of the Butte College Associated Students (BCAS) Executive Board.

ARTICLE II. VACANCY

Section 1. In the event of a vacancy, receipt of a letter of resignation, or removal, BCAS officers and staff will be notified.

Clause 1. A position may not be declared vacant until the BCAS President officially declares it vacant at a regular meeting of the BCAS.

Part 1. Once the position has been officially declared vacant, BCAS officers and staff will be notified and may officially begin advertising and soliciting applications for the vacant position

ARTICLE III. APPLICATION

Section 1. Any enrolled Butte College student can pick up a BCAS Vacancy Packet at the BCAS Office during normal business hours.

Clause 1. The Vacancy Packet shall be prepared by the BCAS Secretary and the BCAS President.

Clause 2. The Vacancy Packet shall include no less than the following:

Part 1. BCAS Board Member Application.

Part 2. Overview of the BCAS and Officer responsibilities

Part 3. Copy of the BCAS Bylaws outlining position duties.

Part 4. Copy of the BCAS Vacancy Procedure.

ARTICLE IV. THE APPLICATION PROCESS

Section 1. All received applications shall be date stamped and submitted to the Student Activities Secretary to review for eligibility and completeness.

Clause 1. The Student Activities Secretary shall keep the original applications and then make copies of the eligible applications and distribute them to the BCAS Advisor and BCAS President.

Clause 2. Any incomplete or ineligible applications will be rejected.

Clause 3. An applicant may only submit one (1) application to be reviewed by the BCAS Leadership Team.

Section 2. All applicants shall be notified via email by the BCAS President of receipt of application within one week.

Section 3. Vacancy Advertisement Prior to Elections

Clause 1. The vacant positions shall be advertised for two (2) weeks upon an officially declared vacancy.

Part 1. Applications will be due on a Tuesday at 5pm in the Office of Student Life once the two advertisement weeks are over.

Clause 1. In the event that no applications have been received within those two (2) weeks or approved by the Leadership Team at the Leadership Team Meeting immediately following those two (2) weeks, another two (2) week advertisement period shall begin.

Clause 2. The last day to accept applications for vacancies is the last Friday in February at 12 pm to the Office of Student Life.

Section 4. Vacancy Advertisement after Elections

Clause 1. The vacant positions shall be advertised for one (1) week upon an officially declared vacancy.

Part 1. Applications will be due on a Tuesday at 5pm in the Office of Student Life once the advertisement week is over.

Clause 2. In the event that no applications have been received within that week, vacancies will be postponed until the next semester where the BCAS President must once again declare the position vacant at the first meeting of the BCAS.

Part 1. If vacancies are postponed until the next semester, they will follow the vacancy advertisement procedures listed in the BCAS Vacancy Procedure Article IV Section 3.

ARTICLE V. SUBMISSION OF APPLICANTS TO BCAS BOARD

Section 1. The Leadership Team will review and discuss the applications received.

Section 2. From the eligible applications, the Leadership team shall select applications to be forwarded to the Board for approval during the next regularly scheduled meeting.

Section 3. The BCAS President will notify the selected applicants to ask them to attend the next meeting.

Section 4. The selected applicants will receive The Potential Questions List. See Article VI.

Section 5. At this point the selected applicants shall be referred to as candidates.

ARTICLE VI. MEETING PROCEDURES

Section 1. Appointment of vacant positions shall be on the agenda as a special order taking place directly following approval of previous meeting minutes and before any other business items.

Section 2. After opening the item the BCAS President shall:

Clause 1. Read the BCAS Vacancy Procedures beginning with Article VI Section 2 Clause 2 and ending with Article VII Section 4.

Clause 2. Restate the vacant position and give a brief description of the position duties and responsibilities.

Clause 3. Introduce the candidates.

Section 3. Candidate Interview

Clause 1. The candidates will be given two (2) minutes to introduce themselves and provide a brief statement of their interests and qualifications in the position.

- Clause 2. Candidates will speak in alphabetical order by last name.
- Clause 3. Questions
- Part 1.* The BCAS President will select three questions off the potential questions list See Article VI.
- Part 2.* Candidates will be given one (1) minute to reply to each question.
- Part 3.* If there are multiple candidates, candidates will begin answering questions in the reverse order in which they gave their introductions. The order is then reversed for every question until all three questions have been answered.
- Part 4.* The BCAS Board will be given the opportunity to ask any follow up questions that seek clarification.
- Clause 4. The candidates will be given the opportunity to make a closing statement not to exceed two (2) minutes.
- Clause 5. The candidates will be given the opportunity to leave the room or stay if they choose. See Brown Act.

ARTICLE VII. CANDIDATE NOMINATION AND SELECTION

- Section 1.** The BCAS President will open up discussion on all candidates.
- Section 2.** The BCAS President will announce their final candidate as their nomination to the BCAS Board.
- Clause 1. There must be a motion to ratify the nomination of the BCAS President.
- Clause 2. If the motion fails:
- Part 1.* The BCAS President may choose to nominate any other candidates and the procedure restarts at Article VII Section 1.
- Section 3.** The candidates will be asked to return to the board room and the BCAS President will announce the nomination.
- Section 4.** The ratified nominee will be asked if they accept the position.
- Clause 1. If yes, the nominee assumes the vacant position immediately and granted voting rights.
- Clause 2. If no, the procedure restarts as Article III Section 1.

ARTICLE VIII. POTENTIAL QUESTION LIST

- Section 1.** The Leadership Team will be tasked with creating and maintaining a Potential Question List.
- Clause 1. Shall contain three questions related to each position directly excluding the position of BCAS President.
- Clause 2. Shall contain five questions related to BCAS Officer duties.
- Clause 3. May contain other questions determined to be relevant by the Leadership Team.

ARTICLE IX. ICC DIRECTOR

Section 1. The ICC Director shall be selected by the membership of the ICC. See the Constitution of the BCAS Article III Section 9 Clause 1 Part 1.

DATE APPROVED

October 18, 2012

Cameron Hoffman, BCAS President

REVISIONS

November 14, 2013

September 9, 2014

May 5, 2015

Lisa Husar, BCAS President

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