

# Professional Board Staff Manual – Suggestions

## General

Board Member information:

- Elected &/or appointed
- Terms of office
- Current Board structure, member names and personal and contact information. Special needs including assistance at airport, allergies and or food preferences. Travel preferences and frequent flier, hotel, hire-car - reward program numbers
- Meeting dates, time, and location
- Special arrangements for parking, parking passes, etc.
- Organization chart indicating Board relationship to CEO and Institution
- Graduation procedures and regalia requirements
- ACCT Membership <http://www.acct.org/>
- ACCT Professional Board Staff Network (PBSN) <http://www.acct.org/membership/pbsn/>

## Governing legislation

- State and local legislation and regulations governing Community College Boards, and election procedures.
- Bylaws and Open Meetings Resolution
- Location of State Open Meetings Act. <http://www.nmag.gov/>
- <http://www.conwaygreene.com/nmsu/lpext.dll?f=templates&fn=main-hit-h.htm&2.0>

## Meetings

- Numbered brief “things to do” checklist in preparing for meeting, including dates of regular mandated Agenda items, i.e.: adoption of Bylaws/Open Meetings Resolution; election Proclamation/Resolution; approval of budget
- Bullet point checklist for Boardroom/meeting set-up.

Follow up with more detailed procedures for the following:

- Roberts Rules [http://www.rulesonline.com/start.html#rro\\_02.htm](http://www.rulesonline.com/start.html#rro_02.htm)
- Generating Board packet materials, compilation and distribution of packets
- Agenda
- Refreshments, how to order, sample menus, etc.
- Template for event/conference notification
- Template for Minutes
- Procedure for meetings with other Boards or entities: local school boards, other campus boards, etc.
- Web-page updates – minutes/Agenda – regular notices

## Election Procedures

- Timelines
- Procedure for generating/approval of election Proclamation & Resolution
- Procedure for swearing-in and election of officers
- Contact information for legal counsel
- Contact for County Election Coordinator