



## **MEMBERSHIP OF THE COMMISSIONS**

**Section 1: Membership of the Commissions on Elementary and Secondary Schools.** By delegation from the Association, each Commission shall have the authority to establish a membership adequate to carry out its purposes. (*Article VI, -The Commissions and Accreditation, Section 601, Commissions.*)

- The Commission on Elementary Schools and the Commission on Secondary Schools shall each consist of no fewer than sixteen and no more than twenty-one persons.
- Not more than one member of each Commission shall be connected to the same institution.

### Membership of the Commissions on Elementary Schools

The Commission on Elementary Schools shall consist of the following categories of members:

- a. Administrative, professional, and academic educators (18): These members shall be currently active professional, academic, and administrative members of the staff of a) member institutions and their central offices, b) state education departments, and/or c) higher education institutions. They shall be elected with consideration to geographical and institutional distribution reflective of the Commission's constituents and other levels of educational institutions, including postsecondary institutions. Of these members,
  - 1) At least one member must be a teacher or instructor in a MSA-CES-accredited school<sup>1</sup>.
  - 2) At least one member must have an expertise in early age education.
  - 3) At least one member must be an educator from a MSA-CES-accredited school with education and/or experience in distance education.
  - 4) At least one member must represent a school located outside of the United States
- f. Public Members (3): At least one-seventh of the members shall be elected who do not currently hold professional positions in education and who are broadly representative of the public interest. Representatives of the public shall meet the following criteria:
  - 1) not currently employed in the field of education
  - 2) not an employee, member of the governing board, owner, or shareholder of, or consultant to, a school or program that either is accredited by the agency or has applied for accreditation
  - 3) not a member of any trade association or membership organization related to, affiliated with, or associated with the accrediting agency
  - 4) not a spouse, parent, child, or sibling of an individual identified directly above
- g. At least one public member with experience in the financial field with knowledge and expertise in financial operations of a corporation.

### Membership of the Commissions on Secondary Schools

The Commission on Secondary Schools shall consist of the following categories of members:

- a. Administrative, professional, and academic educators (18): These members shall be currently active professional, academic, and administrative members of the staff of a) member institutions and their central offices, b) state education departments, and/or c) higher education institutions. They shall be elected with consideration to geographical and institutional distribution reflective of the Commission's constituents and other levels of educational institutions, including postsecondary institutions. Of these members,

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<sup>1</sup> The term "school" is used in this policy but applies to all categories of members including schools, systems, learning services providers, and career and technical institutions.

- 1) At least two members must be career and technical educators, at least one of which is from a MSA-CSS-accredited institution with postsecondary, non-degree granting career and technology programs.
  - 2) At least one member must be a teacher or instructor in a MSA-CSS-accredited school.
  - 3) At least one member must be an educator from a MSA-CSS-accredited school with education and/or experience in distance education.
  - 4) At least one member must represent a school located outside of the United States
- b. Public Members (3): At least one-seventh of the members shall be elected who do not currently hold professional positions in education and who are broadly representative of the public interest. Representatives of the public shall meet the following criteria:
- 1) not currently employed in the field of education
  - 2) not an employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited by the agency or has applied for accreditation
  - 3) not a member of any trade association or membership organization related to, affiliated with, or associated with the accrediting agency
  - 4) not a spouse, parent, child, or sibling of an individual identified directly above.
- c. At least one public member with experience in the financial field with knowledge and expertise in financial operations of a corporation.

## **Section 2: Election of Commissioners.**

### Qualifications

Commissioners shall be selected based on the following qualifications:

- a. Demonstrated interest, understanding, and involvement in the accreditation activities and purpose of the Commissions
- b. Ability and willingness to contribute knowledge and expertise to the Commission's work
- c. Commitment to attending a new Commissioner Orientation session
- d. Commitment to thorough preparation for and regular attendance at Commission meetings
- e. Be willing to certify that they have no perceived or actual conflict of interest in the schools on which they will deliberate.
- f. Be willing to certify that all documents and information will be treated in a confidential manner.

Terms of Office of Commissioners: Members of a Commission shall be elected for a three-year term by a majority vote of the Commission's voting constituents and, thereafter, may be reelected for one, successive three-year term. Terms of office shall begin on July 1 and end on June 30.

Maximum Allowable Years of Service on a Commission: The maximum consecutive length of service on a Commission is two, three-year terms. However, a Commissioner may serve a additional years (for a maximum total of 11-12 years) to complete a term as an Officer or member of the Executive/Nomination Committee. After serving two successive three-year terms or two successive three-year terms and a maximum of three additional years as an Officer or member of the Executive/Nomination Committee, a Commissioner is ineligible for election as a Commissioner for a period of one year.

Continued Eligibility to Serve as a Commissioner: If the professional assignment of a Commissioner changes during his/her term, the Commission's Executive/Nomination Committee shall determine whether the Commissioner may continue to serve as a Commissioner. The Executive/Nomination Committee's determination shall be reported to the full Commission and to the Commissioner in question.

### **Section 3: Commissioner Vacancies.**

Resignation: Any Commissioner may resign at any time effective upon giving written notice to the Chair of the Commission on which s/he serves, unless the notice specifies a later time for the effective date of such resignation. If the resignation is effective at a future time, a successor may be designated before such time to take office when the resignation becomes effective. Resignation as a Commissioner shall also constitute resignation as a member of all committees of the Commission.

Removal from the Office of Commissioner: Any Commissioner may be removed from office by a majority of the voting members of a Commission, upon recommendation of the Commission's Executive/Nomination Committee, without assignment of cause except in the case of a Commissioner who also is an officer of the Commission and may be removed only in accordance with Policy

- A vote to remove a Commissioner from a Commission shall be by majority of the Commissioners present and eligible to vote. The Commissioner whose removal is being considered may not participate in the vote concerning his or her removal. In the event that any Commissioner shall be so removed, a new Commissioner shall be selected to replace such Commissioner at the same time in accordance with the provisions of this policy. Removal as a Commissioner shall also constitute removal as a member of all committees of the Commission.
- A Commissioner may be removed from office for failure to attend three consecutive Commission meetings.

Filling Unexpired Terms of Commissioners: When a Commissioner does not complete his/her term of office by reason of death, resignation, removal, or otherwise, a Commission's Executive/Nomination Committee shall, after gathering input from the full Commission, nominate a replacement for approval and election by a majority vote of the Commission.

- A Commissioner elected to fill a vacated term with more than one and one-half the years remaining in the term shall be eligible for reelection to one additional, successive term. A Commissioner elected to fill a vacated term with one and one-half or less years remaining in the term shall be eligible for election to two additional, successive terms.

**Section 4: Officers of the Commission.** Both the Commission on Elementary Schools and the Commission on Secondary Schools shall elect the following officers of their respective Commission: Chair, Past Chair, and Chair Elect. Movement from the office of Chair Elect to Chair and from Chair to Past Chair shall be automatic. Officers shall not be eligible to succeed themselves in the same position.

Chair: The Chair shall assume the following responsibilities:

- a. preside over all meetings of the Commission
- b. carry out the policies established by the Commission
- c. carry out actions taken by the Commission
- d. serve on the MSA Board of Trustees
- e. serve as an ex officio member with voting rights of the Finance Committee and Policy and Planning Committees
- f. serve as the Chair of the Executive/Nomination Committee
- g. together with the Chair Elect and Past Chair, appoint the standing committees and designate the chair and vice chair of each committee
- h. work with the President of the Commissions to provide a comprehensive orientation session to new Commissioners

Chair Elect: The Chair Elect shall assume the following responsibilities:

- a. act in the place of the Chair in the event of the Chair's absence or inability to carry out the duties described above
- b. serve as a member of the Executive/Nomination Committee

- c. serve as an ex officio member with voting rights on the Finance Committee and Policy and Planning Committees
- d. serve on the MSA Board of Trustees at the first available vacancy

Past Chair: The Past Chair shall assume the following responsibilities:

- a. serve as a mentor and guide to the Chair, as requested
- b. serve as the Chair of the Appeals Committee (if needed) and resolve grievance appeals regarding Commission action
- c. serve as a member of the Executive/Nomination Committee
- d. serve as an ex officio member with voting rights on the Membership and Accreditation Committee

Selection of the Chair Elect: The Chair Elect shall be nominated by the Commission's Executive/Nomination Committee, typically during the winter meeting, and approved by the Commission at the Spring meeting.

Term of Office for Officers: The Chair Elect shall be elected by the Commission to serve a term of two years. At the end of the two-year term, s/he shall move to the position of Chair. At the end of the Chair's two-year term, s/he shall move into the position of Past Chair for a term of two years.

Resignation of Officers of the Commission: Any officer may resign at any time upon written notice to the appropriate Commission.

Removal of Officers of the Commission. The Commission may remove any officer with cause at any time. For purposes of this Policy, "cause" shall mean: (1) the willful and continued failure or refusal by such officer to perform his or her duties and responsibilities; (2) the willful misconduct by such officer which is demonstrably and materially injurious to the Commission, monetarily or otherwise, or which results or is intended to result in personal gain or enrichment at the expense of the Commission; (3) such officer's conviction of or plea of no contest to a felony or crime involving moral turpitude; or (4) such other circumstances specified in any agreement between such officer and the Commission.

Vacancy in Officer Positions. A vacancy occurring in the office of an officer of a Commission by death, resignation, removal, or otherwise shall be filled as follows:

- a. In the event of a vacancy in the position of Chair, the Chair Elect shall automatically assume the position of Chair, and the Commission's Executive/Nomination Committee shall nominate a new Chair Elect for election by the Commission. The Chair Elect then shall be eligible to serve the remainder of the Chair Elect's term and his/her normal term as Chair.
- b. In the event of a vacancy in the position of Chair Elect, the Commission's Executive/Nomination Committee shall nominate a new Chair Elect for election by the Commission. The new Chair Elect shall serve the remainder of the Chair Elect's term.
- c. In the event of a vacancy in the Past Chair position, the Commission's Executive/Nomination Committee shall determine whether and/or how the Past Chair's duties shall be fulfilled.