

Item 5

Action Item

Election of Commission Officer - Secretary

SUMMARY OF THE ISSUE(S):

The Commission currently has a vacancy for the office of Secretary.

RECOMMENDATION:

Not applicable.

BRIEF HISTORY OF KEY ISSUE(S):

The position of Secretary of the Commission became open on March 1, 2016 when Commissioner Jacqueline Doud did not seek reappointment.

ANALYSIS:

In the event of a vacancy in one of the Commission offices, Commission Governance Policy 3 – Commission Officers provides:

“If an officer is, for any reason, unable to complete his or her term, the Chair may appoint an interim officer. The Commission may thereafter hold elections to fill the vacancy at the next regularly scheduled meeting. The officer elected would serve out the remainder of the term.”

The April 2016 meeting is the next regularly scheduled meeting following the creation of the vacancy March 1, 2016. A nominations period was held which conformed to established timelines. The following nomination(s) was timely submitted:

SECRETARY: Dr. Wm. Gregory Sawyer

The Commission’s Secretary is responsible for reviewing and signing approved minutes of Commission meetings and providing assistance with parliamentary procedures as needed. The Secretary ensures that a minute book is kept which records the topics discussed and decisions made at any Closed Session meetings of the Commission in accordance with the Bagley-Keene Open Meeting Act.

California Student Aid Commission

As part of the election process, each candidate for office is given an opportunity to address the Commission and share his or her vision for service as an elected officer. Commissioners and members of the public may also comment or otherwise speak on the qualifications of a candidate.

RESPONSIBLE PERSON(S): Keri Faseler Tippins
General Counsel and Chief
Legal & Audit Services Division