

# **Idaho State Board of Education**

## **GOVERNING POLICIES AND PROCEDURES**

### **SECTION: IV. Organization Specific Policies and Procedures**

#### **SUBSECTION: I. Eastern Idaho Technical College**

**October 2003**

#### **1. Purpose**

Eastern Idaho Technical College (EITC) is responsible for fostering and promoting career technical education services in Region VI in Idaho under Idaho Code.

#### **2. EITC Advisory Council**

- a. The EITC Advisory Council shall be appointed by the Board as provided for in Idaho Code §33-2212.
- b. The EITC Advisory Council consists of the State Division of Career Technical Education Administrator and the EITC President as ex-officio members, and other members appointed by the Board, each to a term of three (3) years. An appointment to the EITC Advisory Council cannot be made until the nomination process has concluded.

##### **i. Incumbent Reappointment**

In the event that the incumbent candidate is interested in reappointment, the Advisory Council shall forward a recommendation to the Board, along with a letter of interest and statement of qualifications for the incumbent. The Board may choose to reappoint the incumbent without soliciting other candidates, thus completing the appointment procedures. If there is no incumbent seeking reappointment, or if the Board chooses not to reappoint an incumbent, the procedures are as outlined in item (2).

##### **ii. Open Appointment**

- 1) The EITC Advisory Council, on behalf of the Board, will advertise the vacancy in regional newspapers. Such advertisement will solicit interested persons to apply for the vacant position on the EITC Advisory Council.
- 2) Each applicant must provide a written statement expressing his or her interest in becoming a member of the EITC Advisory Council. Each applicant must also provide evidence of his or her qualifications for the position and each applicant must identify his or her primary residence.
- 3) The EITC Advisory Council will review all applications for the vacant position and conduct interviews as deemed necessary. The purpose of the review of applications is to eliminate from further consideration all but the most qualified applicants.
- 4) The EITC Advisory Council will forward only the most highly qualified applicants, in order of preference, through the EITC President to the State

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Board of Education for consideration. The Board may provide for interviews of the applicants, or may make the appointment based on the recommendation of the EITC Advisory Council.

- 5) The EITC Advisory Council shall solicit such nominations beginning with the acceptance of any resignation or as soon as a vacancy occurs for any other reason, and shall appoint a replacement within ninety (90) days of the beginning of solicitation for nominations.
3. Policies and Procedures
    - a. The EITC Advisory Council will operate under the Career Technical Administrators Handbook for Advisory Committees.
    - b. The EITC Advisory Council will submit an annual report to the Board through the EITC President. The report will include recommendations for consideration by the Board.