

**THE COLLEGE BOARD  
SOUTHWESTERN REGIONAL ASSEMBLY GOVERNANCE PLAN**

**ARTICLE I  
NAME**

The name of the Assembly shall be the Southwestern Regional Assembly of the College Board, hereafter referred to as the Assembly.

**ARTICLE II  
MEMBERSHIP**

The membership of the Assembly shall consist of all the members of the College Board located in Arkansas, New Mexico, Oklahoma, and Texas, and other members as assigned by the Board of Trustees of the College Board.

**ARTICLE III  
CHARGE**

The Southwestern Regional Assembly shall seek to provide a forum for its members for the purpose of addressing those issues and concerns of the College Board, particularly as they relate to the needs and interests of students, institutions, and agencies in the Southwestern Region. To that end, the Assembly will direct its attention to:

- A. furthering the understanding of the purposes of the College Board and of the utilization of its programs and services;
- B. broadening and diversifying the membership with attention to inclusiveness, access, and equity;
- C. providing a medium through which the membership can deliberate on educational matters of mutual concern, thereby offering opportunities to persons who represent the constituencies affected by the work of the College Board to meet, discuss, and express opinions on relevant topics of particular interest;
- D. continuing discussion, appraisal, and evaluation of the programs, purposes, services, and activities and program administration of the College Board in an effort to improve utilization of services;
- E. identifying any needs for new College Board programs and for revision of or deletion of existing College Board programs; and
- F. considering and adopting recommendations and resolutions for transmission to the Board of Trustees and Officers of the College Board and resolutions to be presented to Annual Meetings of the members and of the national assemblies of the College Board

## ARTICLE IV GOVERNANCE

A. Voting. All delegates of members of the Assembly whose dues are paid are eligible to vote at meetings of the Assembly or by ~~mail~~-ballot. The chief executive officer of a member organization may designate a substitute to vote at a meeting in the absence of the regular delegate. No person shall represent more than one member or cast more than one vote.

B. Elections.

1. The Assembly shall participate in the governance of the College Board by electing members of the Board of Trustees in accordance with Article XI of the Bylaws of the College Board and Article VI of this governance plan.
2. The Assembly shall participate in the governance of the national assemblies of the College Board by conducting elections of members of the national assembly councils by the Southwestern Region delegates to the appropriate national assembly as provided for in the governance plans of the national assemblies and Article VI of this governance plan.
3. The Assembly shall elect members of the Regional Council as provided in Articles V and VI of this governance plan.
4. All elections of persons shall take place by a vote of the delegates by ~~mail~~-ballot. The nominee receiving the largest number of votes for each slot, whether or not they constitute a majority of the votes cast for all nominees to fill the position, shall be elected.
5. In the event of a tie, the Chair, Chair-Elect, and three (3) regionally elected members of national councils will be polled to break the tie.

C. Meetings.

1. The Assembly shall meet annually at a site designated by the Regional Council and on the date assigned by the College Board.
2. Notice of the Annual Meeting, including a preliminary agenda and the text of any amendments or resolutions proposed by the Regional Council, the Board of Trustees, a national assembly, or a member delegate must be ~~mailed~~-circulated to the membership at least two (2) weeks prior to the meeting. To be included in the call to meeting, a resolution proposed by a member delegate must be submitted to the Regional Vice President at least six (6) weeks prior to the meeting.
3. The delegates present and entitled to vote shall constitute a quorum for the Annual Meeting of the Assembly.
4. Resolutions may be approved by a majority vote of the meeting unless otherwise provided in this governance plan.
5. The Southwestern Regional delegates to each of the national assemblies of the College Board shall be provided opportunities to convene during the regional forum as needed.

6. Individuals who are not delegates of members and who are registered for the regional forum may attend the Annual Meeting of the Assembly and may be accorded the privilege of voice without vote by the Chair with the consent of the delegates present.
  7. Unless otherwise provided, the Regional Council shall make its own rules as to meetings and procedure.
- D. Officers. The Regional Council shall elect a Chair and Chair-Elect from among those who are serving or have served on the Regional Council and are from a member institution in advance of its Annual Meeting. The Chair shall preside at the Annual Meeting of the Regional Assembly and meetings of the Council. The Chair-Elect shall carry out the duties of the Chair in the absence of the Chair and shall Chair the Regional Forum Planning Committee. The Past Chair shall Chair the Nominating Committee. Incoming officers of the Council shall be installed at the Annual Meeting and assume their responsibilities following that meeting.

## **ARTICLE V REGIONAL COUNCIL**

- A. The Council shall:
1. advise the Regional Vice President on matters related to the activities of the College Board within the region;
  2. plan the regional forum and other forum activities for the Assembly;
  3. establish procedures for regional nominations and elections in accordance with these governance rules;
  4. review the regional governance plan and its operation once every three (3) years and propose revisions as needed;
  5. transmit recommendations and resolutions of the Assembly to the Board of Trustees and Officers of the College Board, the Annual Meeting of the members of the College Board, and to its national assemblies as appropriate.
  6. elect a Chair and Chair-Elect of the Assembly.
- B. The Council shall be composed of 23 members, as follows:
1. three elected by each of the Southwestern divisions of the three national assemblies for a total of nine;
  2. one elected by the delegates from each state in the region for a total of four;
  3. three appointed by the Chair upon recommendation of the Regional Vice President, Chair-Elect, and the Past Chair;
  4. the Vice President of the Southwestern Regional Office, who shall serve ex officio, representing the President of the College Board;

5. one regionally elected representative to each of the three national councils for a total of three as provided for in Article IV.B.2 and Article VI; and
  6. the Chair, Chair-Elect, and Immediate Past Chair of the Regional Council.
- C. The Regional Council members elected by the Southwestern divisions of the national assemblies must be delegates to those assemblies. The remaining members of the Regional Council must be affiliated with member institutions, but do not have to be designated delegates to be eligible for election or appointment.
- D. Elected and appointed members of the Council shall serve three-year nonrenewable terms. The Chair and Chair-Elect shall serve one-year nonrenewable terms. If a vacancy occurs on the Council before the expiration of a term, the Chair, with the advice and consent of the Council, may designate a person to serve until a successor can be elected by the members of the Assembly. A successor shall be elected for the unexpired term of the predecessor in office unless only one year remains in the unexpired term, in which case the successor shall be elected for a full term in addition to that one year. Persons serving less than a three-year term are eligible for reelection.
- E. Quorum. A majority of the members of the Council shall constitute a quorum.
- F. Members of the Regional Council represent the voice of their constituency. Thus, participation in Council meetings is critical. In their role as members of the Regional Council, members are expected to:
1. Participate in the activities of and engage in communication with the Southwestern Regional Office, and
  2. Attend two council meetings in each year of their three-year term.
- Members who do not fulfill the aforementioned expectations will be asked to reassess their ability to serve. Absences may, by vote of the Chair, Chair-Elect, and Past Chair, result in dismissal.

## **ARTICLE VI COMMITTEES**

- A. A Nominating Committee composed of Council members representative of the divisions and of the states in the Southwestern Region shall be appointed, with Council approval, by the Chair of the Assembly. The Nominating Committee shall prepare slates as follows:
1. for persons to be elected by the Assembly as members of the Regional Council;
  2. for persons to be elected by the Assembly to the Board of Trustees of the College Board; and
  3. for persons to be elected by each of the Southwestern divisions of the three national assemblies to the national assembly councils.
- B. The Council may create, and the Chair may appoint members to, ad hoc committees as necessary.

## **ARTICLE VII**

## AMENDMENTS

This governance plan may be amended by a majority vote at any Annual Meeting of the Assembly provided the text of the amendment has been included in the Call to the Meeting. The governance plan may alternatively be amended upon a majority vote of the Assembly by [mail](#) ballot, provided that the proposed amendment has been recommended by a majority of the Regional Council and is circulated to the Assembly at least two (2) weeks prior to a vote on the proposed amendment. Any amendment becomes effective only upon approval of the Board of Trustees of the College Board.