

- (A) Qualifications – Appointees of the board of trustees shall be qualified electors residing in the Central Ohio Technical College district. By charter granted by the Ohio Board of Regents, the legal district of the college consists of the contiguous counties of Licking, Knox and Coshocton.
- (B) Term of Office – The term of office shall be three years.
- (C) Number and manner of appointment – The board shall consist of nine (9) members. Three (3) trustees shall be appointed by the governor with the advice and consent of the senate. Six (6) trustees shall be appointed by a joint caucus by the county, city and exempted village boards of education of the school districts whose territories are embraced in the technical college district. Prior to the appointment of the trustees, the president of the board of education of the city school district having the largest pupil enrollment shall call a caucus of the board of education of the foregoing boards of education at a time and place designated by such president. At such caucus the board members shall select by majority vote of the attending members the six (6) trustees. All vacancies in the board of trustees, whether caused by resignation, death, or otherwise, are to be filled by the authority who made the original appointment

The secretary of the board shall be charged with the responsibility of maintaining such records and the giving of such notices to the appointing authority as will properly insure the timely appointment of the term thereof. In the case of the normal expiration of terms of office, ninety days written notice shall be given by the secretary of the board to the appointing authority. In all other cases notice shall be given as soon as the office of the trustee becomes vacant. Authority making initial and vacancy appointments shall be those described by section 3357.05 paragraph (b) of the Ohio Revised Code.

- (D) Date of appointment and expiration – Based upon the date of original appointments, new appointments become effective on October 1<sup>st</sup>, unless otherwise indicated by the appointing authority. Likewise terms expire on September 30<sup>th</sup>, or on a later date if so indicated by the appointing authority. Any trustee shall continue subsequent to the expiration date of his term until his successor takes office, or until a period of sixty days has elapsed, whichever occurs first.

(E) Oath of office – Each member of the board of trustees, before entering upon his/her official duties, shall take and subscribe to an oath that s/he will honestly, faithfully and impartially perform the duties of office.

(F) Duties and powers of the board - In accordance with the Ohio Revised Code, Chapter 3357, technical colleges, the fiduciary board of trustees of the Central Ohio Technical College district is the governing board of the college. It is charged by the Ohio Revised Code with responsibility for establishing the rules which are necessary to operate Central Ohio Technical College

(G) In accordance with division (A) of section 3.17 of the Revised Code, any member of the board of trustees of an institution of higher education who fails to attend at least three-fifths of the regular and special meetings held by that board of trustees during any two-year period forfeits his position on that board of trustees.

(H) Authority of members – No member of the board of trustees shall have power to act in the name of the board of trustees outside regular or special board meetings unless so directed by the board of trustees.

(I) Compensation – The trustees shall serve without compensation, but may be paid for their necessary expenses when engaged in the business of the board and authorized by the board of trustees.

(J) Conflict of interest – When any purchase of goods and/or services by the college is made which normally requires board approval which is from a source which any member of the board of trustees is an officer, director, employee, owner or has any significant connection therewith, then that purchase shall be separately noted by the treasurer and voted on separately so that the trustee has the opportunity to abstain from voting on the purchase. Members of the board of trustees shall make every effort to avoid situations where participation by the board member would create an appearance of conflict.

(K) Ohio Ethics Code – All members of the board of trustees shall comply with the provisions of the Ohio Ethics Code, to include participating in annual instruction on Ohio's Ethics Laws and filing annual individual financial disclosure statements.