

# **Attachment E**

## **Emeritus Member Appointment Procedure**

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A regular member in good standing at the time of his/her departure from the Committee may petition for Emeritus Member status if he/she desires to continue supporting the Committee. Any person approved for Emeritus status may lend assistance to the Committee, but shall not be listed as representing a specific area (parent, member of a taxpayers' organization, etc.), and shall not have voting privileges nor be seated as an officer of the Committee. Requests for Emeritus status shall be delivered in writing or in electronic (email) form to the Chairman of the Committee.

A. The requirements for Emeritus status are as follows:

1. The person requesting Emeritus status shall have served on the Committee for a period not less than four years.
2. The person requesting Emeritus status shall not have left the Committee under less than satisfactory conditions.
3. A majority vote of the current Committee membership shall approve the appointment.

B. The Emeritus Member Appointment Procedure is as follows:

Step 1. The member requesting Emeritus status shall submit his/her request in writing or electronic (email) form to the Committee Chairman.

Step 2. The Committee Chairman will inform the members of the request, and the fact that the applicant fulfills all of the requirements.

Step 3. The Committee Chairman will place the request on the next meeting's Agenda under 'New Business'.

Step 4. The membership shall vote to approve/disapprove the applicant's request.

Step 5. The Committee Chairman shall inform the applicant of the decision within 5 days of the decision.

Step 6. If the applicant is approved, the Committee Chairman shall notify the Santa Maria Joint Union High School District Board of Trustees of the appointment.

Step 7. The newly approved Emeritus member shall be added to all Regular and Special meeting notices, except those that are to be conducted in Closed Session.

C. Emeritus Members are appointed for a two year term and may be reappointed by following the above procedures.

*Emeritus status may be revoked at any time upon a majority vote of the regular membership.*