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Creation of the Accreditation Governance Board (AGB)

At the September 21, 2013 ACBSP Board of Directors meeting, a restructuring of the organization was approved. Part of the restructuring involved the establishment of a distinct division between the business operations of the ACBSP and the operations of the accreditation resulting in the Chief Accreditation Officer (formerly the Director of Accreditation) reporting directly to AGB.

Bylaws creating the AGB

SECTION 4. AGB.

1. Composition. The AGB shall be composed of a total of eleven (11) members. Ten (10) elected members must represent institutions accredited by the Council. One (1) member will represent the general public. Five (5) members elected must represent associate degree institutions and include one (1) current member of the Associate Degree Board of Commissioners and four (4) former members of the Associate Degree Board of Commissioners. Five (5) members elected must represent Baccalaureate/Graduate Degree institutions and include one (1) current member of the Baccalaureate/Graduate Degree Board of Commissioners and four (4) former members of the Baccalaureate/Graduate Degree Board of Commissioners.

Emeritus members may be elected to the AGB.

The Director of Accreditation/CAO is a non-voting ex-officio member of the AGB.

2. Powers. In co-operation with the Associate Degree Board of Commissioners and the Baccalaureate/Graduate Degree Board of Commissioners, The AGB shall have such powers as are necessary and appropriate for the general management of accreditation activities. Included among its duties are the following, which shall not be subject to review by the Board of Directors of the Council:

   a. Establishing committees and prescribing their duties and charges as necessary to carry out the business of the AGB.

   b. Cooperating with the Board of Directors to articulate the needs, assessment and resources for the two Commissions.

   c. Exercising such other powers as reasonable as necessary to carry out the functions of the AGB.

3. The Public Member shall be appointed by the AGB and be reappointed to consecutive terms but may not serve more than two (2) consecutive three (3)-year terms of office.

4. Removal. Any member of the AGB whose institution resigns from membership or whose membership is revoked or who loses accreditation status shall immediately be removed from office. In addition, the AGB, by not less than a two-thirds vote of the entire membership of the
Board, may remove a member from office for cause.

5. Vacancies. Any vacancies on the AGB occurring because of ill health, resignation, or otherwise, shall be filled by recommendation of the respective Board of Commissioners. Any member appointed to serve an unexpired term resulting from a vacancy shall be eligible for appointment to the full consecutive terms of office provided for in this document.

6. Terms of Office. The members of the AGB shall serve the following terms:

   a. All members shall serve for terms of three (3) years or until their successors are elected; notwithstanding that in the initial formation of the Board, members were appointed for staggered terms. Members appointed to serve unexpired terms will not be considered as having served a full term.

   b. All newly appointed members shall take office immediately upon election.

   c. No member shall serve more than two (2) consecutive three-year terms of office.

7. The AGB shall develop its own policies and procedures, including the election of a Chair, Chair-Elect, and Secretary.

**Purpose of the AGB**

The overall purpose of AGB is to support ACBSP in achieving its mission by providing independent, objective, quality assurance and consulting activities designed to add value and improve the organization's accreditation operations.

The AGB assists ACBSP in accomplishing its accreditation goals and objectives by creating a systematic, disciplined approach to evaluate and improve the effectiveness of the organization’s accreditation processes.

As part of ACBSP’s commitment to continuous improvement and the deployment of best practices, the AGB will assist both accrediting Boards of Commissioners in establishing accreditation priorities in order to better serve the needs of our membership and to position ACBSP to be successful in meeting the ever-changing accreditation demands.

The ACBSP’s by-laws (approved June, 2014) state the purpose of the AGB is as follows:

*The AGB shall assist each Board of Commissioners in establishing, documenting and periodically reviewing broad accreditation policies and procedures essential to accomplishing the objectives and appropriate functioning of the two Commissions and the administration of the accreditation staff.*

**Vision, Mission, and Core Values of the AGB**
The AGB’s vision, mission, and core values are congruent with the overall vision, mission, and core values of ACBSP.

**AGB Vision**
To empower ACBSP to be the leader in best practices for accreditation services.

**AGB Mission**
To enhance the quality of accreditation services performed by ACBSP by acting as a strategic partner to the Boards of Commissioners to ensure our stakeholders that consistent and independent accreditation decisions continue to be rendered.

**AGB Core Values**

*Excellence*: We are committed to consistently delivering the highest quality of service to our members.

*Integrity and Ethics*: We pledge to do what is right and strive for transparency and honesty in performing our duties.

*Stakeholder Interest*: We are committed to be advocates for our stakeholders, serve their best interests, and foster stakeholder engagement.

*Professionalism*: We pledge to adhere to high levels of professionalism and perform our duties with respect and cooperation.

*Team Work*: We value diversity of ideas and points of view and believe we are at our best when we collaborate and work as a team.

*Continuous Improvement*: We are committed to continually seek opportunities to improve accreditation processes through innovative approaches and best practices.

**Role of the AGB**

The AGB will:

- The AGB has full responsibility for the accreditation process of certificates.
- Assist ACBSP achieve its’ mission by supporting the accreditation operations and staff.
- Review and make recommendations for improvement of accreditation processes and procedures as well as address emerging accreditation matters.
It is important to note that the AGB is not and never will be responsible for rendering or overriding any accreditation decision made by either Board of Commissioners.

In addition, the AGB, will serve as strategic partner to the Boards of Commissioners by assisting in: (1) identifying and researching critical accreditation issues and opportunities, (2) analyzing and making recommendations for resolving accreditation questions, and (3) reviewing and making recommendations for improvement regarding ACBSP accreditation processes and procedures.

This partnership will increase the effectiveness and efficiency of accreditation activities by the Associate Degree Board of Commissioners and the Baccalaureate/Graduate Degree Board of Commissioners by freeing up their time to concentrate on activities directly related to rendering accreditation decisions.

**Authority to Act**

The AGB’s authority to act is found in Article VII, Section 4 of ACBSP’s Bylaws. The AGB powers and responsibilities are not subject to review by the Board of Directors. Input for responsibilities will be solicited from the two Boards of Commissioners.

The AGB does not assume the Board of Directors’ role of governance or accountability for the Council. Neither does it play a role in any day-to-day operational management issues. Subject to Board of Directors’ approval, the AGB will have access to external professionals to render advice and counsel when necessary. If any outside vendor contracts are required, Board of Directors’ approval is required.

The AGB has authority to request funding for the costs of specific initiatives and taskforce endeavors.

**Parliamentary Authority**
The meetings of the AGB shall be governed by Robert’s Rules of Order (revised) in all cases where said rules do not conflict with the Bylaws of the Council.

**Duties of the AGB**

The AGB has the following specific duties and responsibilities. These activities may be modified as needed to meet the needs of the Boards of Commissioners and the Council.

Periodically review and in cooperation with the two Boards of Commissioners recommend improvements to the current accreditation processes and procedures for efficiency and effectiveness.

Encourage the two Board of Commissioners to work together in discharging their responsibilities for the accreditation activities of the organization; Articulate and reconcile any differences between the Boards of Commissioners.

Determine, in coordination with the Chief Accreditation Officer, the amount of accreditation presence and involvement at annual, international, and regional conferences.
1. Establish, in coordination with the CEO and Chief Accreditation Officer, specific operating procedures for carrying out of AGB responsibilities.

2. Review in coordination with the President and the Personnel Committee any disputes and questions as they arise regarding the separation of accreditation responsibilities and those of the accreditation staff.

3. Monitor issues that affect accreditation and higher education to identify potential accreditation opportunities or concerns to the Boards of Commissioners and the Chief Accreditation Officer.

4. At the request of either Board of Commissioners and/or the Chief Accreditation Officer, provide guidance and research for emerging accreditation issues and report their findings.

5. Assist the ACBSP’s Strategic Planning Committee to ensure that action strategies and initiatives reflect the ongoing needs of accreditation activities.

6. Provide input to the Boards of Commissioners regarding the hiring of a future Chief Accreditation Officer.


**Composition of the AGB Members**

The AGB is composed of a total of eleven (11) members. Ten (10) appointed members must represent institutions accredited by the ACBSP Council (membership institutions). One (1) member will represent the general public.

Five (5) members appointed must represent associate degree institutions and include one (1) current member of the Associate Degree Board of Commissioners and four (4) former Commissioners of the Associate Degree Board of Commissioners (who have served at least one full term).

Five (5) members appointed must represent Baccalaureate/Graduate Degree institutions and include one (1) current member of the Baccalaureate/Graduate Degree Board of Commissioners and four (4) former Commissioners of the Baccalaureate/Graduate Degree Board of Commissioners (who have served at least one full term).

**Note:** Each Board of Commissioners may nominate any current commissioner to serve as the “current Board of Commissioners member.”
The term of service for the non-public appointed board members and the public member’s term of service is three years. In addition, the Chief Accreditation Officer shall be a non-voting member of the AGB.

**AGB Officers**

**Chairperson**
The position of Chairperson is typically preceded by a one-year term as Chair-elect. The Chair-elect automatically assumes position of Chair at the end of the year of service as Chair-elect (at the Annual Conference).

If for some reason the position of Chair-elect is vacant, nominations for Chair of the AGB will be solicited from the current AGB board members during the Annual Conference. The Chair will be elected at the conference meeting by the majority of the AGB members present.

The Chair serves a one-year term. The Chair of the AGB also serves as a member of ACBSP’s Board of Directors and the Executive Committee of the Council

**Chair-elect**
Nominations for Chair-elect of the AGB will be solicited from the current AGB board members during the Annual Conference. Adhering the Council’s practice, every effort should be made to alternate the nomination between associate-degree and baccalaureate/graduate degree AGB board members. The Chair-elect will be elected at the conference meeting by the majority of the AGB members present.

The Chair-elect serves for one year and will assist the chairperson. It is anticipated that Chair-elect will be willing to assume the position of Chair at the conclusion of the Chair-elect year.

**Immediate Past-Chair**
The outgoing chairperson will serve as the Immediate Past-Chair for the year following the end of his or her term as Chair. The person shall serve as the Immediate Past Chair for one year only. During the year as Immediate Past-Chair, this person will assist the new chairperson with his or her role and responsibilities.

In addition, the immediate Past Chair serves as a member of the Board of Directors.

If the immediate past-chair’s term of service expires at the end of his or her term as chair and the person is not reappointed for another three-year term, the position of immediate past-chair on the AGB as well as the Board of Directors may be vacant. However, the AGB may appoint a current member of the AGB to serve as the immediate past-chair representative on the Board of Directors.

**Executive Committee of AGB**
The Executive Committee of the AGB is comprised of the three officers: Chair, Chair-elect, and Immediate Past-chair.
Duties and Powers of the AGB Members

Duties of the AGB

In fulfilling their obligations as an AGB member, persons being recommended for appointment agree to:

- Assist the board in performing its duties as define in the “Duties of the AGB” section of this handbook.

- Be willing to take on responsibilities as assigned during meeting and fulfill these obligations in a timely manner.

- Participate in scheduled conference calls and attend in-person meetings as scheduled including the meeting at the Annual Conference.

- Be willing, as needed, to attend regional meetings to make a report.

- Annually file the ACBSP Conflict of Interest and Non-disclosure form required of members of any ACBSP board. Failure to sign such a statement or provide all required information on the form is not a barrier to service, but can be cited as a cause for removal from the AGB.

Powers of the AGB

In co-operation with the Associate Degree Board of Commissioners and the Baccalaureate/Graduate Degree Board of Commissioners, The AGB shall have such powers as are necessary and appropriate for the general management of accreditation activities. Included among its duties are the following, which shall not be subject to review by the Board of Directors:

- Establishing committees and prescribing their duties and charges as necessary to carry out the business of the AGB.

- Cooperating with the Chair of the Board of Directors of the Council to articulate the needs, assessment, and resources for the two Commissions.

- Exercising such other powers as necessary to carry out the functions.

- The members shall not receive compensation of any type for their services. However, they shall be entitled to reimbursement for travel expenses consistent with current ACBSP travel reimbursement guidelines. In addition, the registration fee to the annual conference for each member is waived.
Meetings

Regular Meetings
The AGB shall meet at least three times each year. One meeting will be in person at the Annual Conference unless emergency circumstance prevent meeting in person. Two or more meetings will be by conference call, WebEx or in person held in the spring (March-April) and fall (October-November) to coincide with the Boards of Commissioners meetings. The AGB may meet more frequently or decide to conduct additional in person meetings if circumstances dictate.

The AGB will select a secretary to record meeting minutes. The Chair of the AGB will review the minutes for accuracy prior to dispersing them to the AGB members. The Chief Accreditation Officer will ensure that the minutes are available to the two Boards of Commissioners and the Board of Directors.

A majority of board members in attendance, whether face to face or by teleconference or WebEx, for these meetings will constitute a quorum.

The Chair will notify all its members at least thirty (30) days prior to a regular board meeting of the date, time, and place of the meeting. It is anticipated the date and time of each meeting will be established by general consensus of the board members. The Chair will provide the board members with an agenda for each meeting at least seven days prior to the meeting.

Special Meetings
The AGB may be called into a special meeting at the request of either the Chair of Board of Commissioners, or by a written request to the Chief Accreditation Officer of three (3) members of the Board of Commissioners. Such special meetings of the AGB may be conducted by conference call, or may be scheduled as a special in-person meeting. If an in-person meeting is called, notice of at least 14 days must be given.

If a conference call meeting is called, notice of at least 48 hours must be given. At any special AGB meeting, only such business may be transacted as has been stated in the call for the meeting. The results of any special meeting shall be reported at the next regularly scheduled Boards of Commissioners meeting and shall be made part of the record of that meeting.

Action in Lieu of Meeting
The AGB may act outside of a regular or special committee meeting through a Board vote conducted by electronic means. Such Board action shall be limited to a specific proposal submitted by the Board’s Chair for approval using this vote-in-lieu-of-a-meeting procedure. The results of any Board action in lieu of meeting shall be reported at the next regularly scheduled Board meeting and shall be made part of the record of that meeting.

Meetings of the AGB Executive Committee
The Executive Committee of the AGB shall meet as needed at the request of the Chair or the written request to the Chief Accreditation Officer of two (2) members of the AGB. Such special meetings of the Executive Committee may be conducted by conference call, or may be scheduled as a special in-person meeting. If an in-person meeting is called, notice of at least 14 days must be given. If a conference call meeting is called, notice of at least 48 hours must be given.
Communications with the Boards of Commissioners

To ensure effective and ongoing communication with the Boards of Commissioners, the Chair of the AGB will receive minutes of Boards of Commissioners. In addition, the representatives of both commissions, who serve on the AGB, will make periodic reports to the respective commission on behalf of the AGB.

Nomination and Election Procedures for Members of the AGB

Appointment and Composition. A Nominating Committee shall be appointed by the Board Chair-Elect (presiding as Board Chair during the year for which the appointments are made) and shall function under procedures and criteria set forth in the Policy and Procedure Manual.

Composition. The composition of the Nominating Committee should be three (3) to five (5) members.

No more than one person shall be nominated for any position.

Nominations from the floor. Motions to nominate from the floor whether seconded or not shall be declared out of order. The ruling of the presiding officer may not be appealed.

Removal of Non-Public Members

Any AGB member whose institution of affiliation resigns from membership or whose membership is revoked or who no longer has accreditation status shall immediately be removed from office. This does not apply to Emeritus status AGB members.

In addition, the Board of Commissioners, by not less than a two-thirds vote of the entire membership of the appropriate Board of Commissioners, may remove an AGB member from the AGB for misconduct. The appropriate Board is the board or commission the AGB member is representing on the AGB.

Changes in Employment Status-Non-Public Members

Any AGB member, because of changes of employer must have his or her continued eligibility as an AGB member reviewed by the appropriate Board of Commissioners and be reaffirmed or removed by a vote of not less than a majority of the entire membership of that Board of Commissioners.
*Vacancies—Non-Public Members*

Any vacancies on the AGB shall be filled by recommendation of the appropriate Board of Commissioners, associate degree for an associate degree member and baccalaureate/graduate degree for a baccalaureate/graduate degree member. Any person appointed to serve an unexpired term resulting from a vacancy shall be eligible for election to the full terms of office provided for in this handbook.

*Terms of Office—Non-Public AGB Members*

The AGB non-public members shall serve the following terms:

- AGB members are appointed each April and begin their terms at the conclusion of the Annual Conference in June of the same year.

- They shall continue to serve in that position until no longer qualified to serve in that position or upon the conclusion of their term. If a Board member is the member that represents the current Board of Commissioners and his or her Board of Commissioners term ends, the person is no longer eligible to serve on the AGB and shall resign from the AGB. The appropriate Board of Commissioners will appoint a replacement to the AGB.

  All AGB members shall serve for terms of three (3) years.

- No AGB member shall serve more than two (2) consecutive three-year terms of office.

- AGB members appointed to serve unexpired terms will not be considered as appointed or having served a full term and may therefore serve two full terms in addition to the partial unexpired term. (Note: The initial AGB may include members appointed to a one-year term which shall be deemed a full first-term and therefore eligible for only addition three-year term.)

- The terms of AGB members shall be staggered such each year terms of one member from each of the two Boards of Commissioners is expiring.

*Appointment of Public Member and Term of Service of AGB*

The Public Member shall be appointed by the AGB to serve a three-year term. The Public Member can be reappointed to a consecutive term but shall not serve more than two (2) consecutive three-year terms of office.

The Public Member shall not be subject to other requirements imposed on Non-Public Members, but may be removed from their position on the Board by not less than a two-thirds vote of the AGB when notice of the proposed removal is listed on the agenda and notice of the proposed action is provided to the Public Member.

The Public Member should have an accreditation background and may not be a current employee of institution of post-secondary education.
Nomination and Election Procedures for the AGB

1. Nominating Committees. Each year by November 1, four (4) Nominating Committees shall be created for the following boards: Board of Directors, AGB, Associate Degree Board of Commissioners, and Baccalaureate/Graduate Degree Board of Commissioners.

2. Nomination and Election Procedures for Electing AGB Members.

a. Appointment and Composition. A nominating committee shall be appointed by the AGB Chair and/or Chair-Elect for nominating committee members for the AGB. At least one member must be from the AGB and will chair the nominating committee. The Committee shall consist of three (3) to five (5) persons selected from the voting educational institution representatives to the Council.

b. Process. Each year, at least thirty days prior to December 1, the President/CEO and the Nominating Committee, shall solicit from the voting membership recommendations for candidates to serve on the AGB all of which will be accumulated by the President/CEO. The President/CEO shall submit all recommendations to the Nominating Committee within ten (10) days after December 1. By January 31, the Nominating Committee shall submit to the President/CEO a slate of nominees for these positions. The President/CEO shall, prior to March 1, forward the slate to all voting institutional representatives, providing an opportunity for write-in nominations. Any write-in nomination must be submitted to the President/CEO prior to May 1. The President/CEO shall validate the names on a write-in nomination petition and disclose the names of persons listed on the petition only upon written request to the President/CEO. Write-in nominations of any individual for a given post received during this period from five percent (5%) of the total membership eligible to vote shall cause the name to appear on the ballot.