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19. Constituent Council governing rules

Accredited programs and institutions are considered constituents of CEA. Each single site or each branch within a multiple-site institution becomes a member of the CEA Constituent Council. A program or institution that is placed on probation or under show cause loses voting privileges until good standing is restored but continues membership in the Constituent Council. A program or institution that ceases to be accredited by CEA is automatically removed from membership in the Constituent Council.

19.1. Purpose

The Constituent Council plays an important role in the governance of CEA. Since accreditation is a process of voluntary peer review, it is incumbent upon accredited sites to participate in the governance of the accrediting body. The purpose of the Constituent Council is to:

1. Nominate individuals employed by an accredited program or institution for consideration by the Nominating Committee to be elected to the Commission
2. Elect nonpublic members of the Commission
3. Make recommendations to the Commission regarding revisions to the *CEA Standards* and the *CEA Policies and Procedures*

19.2. Representation

Each constituent program or institution must have one primary contact to maintain communication with CEA and serve as the representative to the Constituent Council. The primary contact attends meetings of the Constituent Council unless another person from the accredited site is appointed in any given year. Appointment of a designee must be reported to the CEA office no later than 15 days prior to a meeting.

As a condition of accreditation, primary contacts must ensure that their accredited programs or institutions

- a. post the *CEA Standards* in a public place accessible to all students, faculty, staff, and the public, along with information about how complaints may be filed with CEA
- b. maintain compliance with the *CEA Standards*
- c. adhere to Commission policies and procedures
- d. amend and adapt their programs as government rules and regulations change

- e. submit an annual report package and pay sustaining fees in a timely manner
- f. submit a report responding to accreditation reporting requirements if applicable
- g. promptly and thoroughly report any modifications that may affect the program's or institution's eligibility for accreditation
- h. promptly and thoroughly report substantive changes in mission, educational offerings, structure, policies, or ownership, including any changes that substantially alter the program's or institution's ability to continue to meet any of the *CEA Standards*
- i. take the necessary steps to secure reaccreditation before the end of their current term of accreditation

19.3. Role in nominations and elections

The CEA Nominating Committee will issue a call for nominations each year. The call, which is submitted to members of the Constituent Council and other associations interested in CEA's work, will include the responsibilities of commissioners, the number of positions to be filled, the required qualifications of nominees, documents required from nominees, and the deadline for submission. Constituent Council members are encouraged to make nominations of individuals employed by accredited sites.

The Nominating Committee will determine the slate from the list of nominees. Ballots will be distributed to Constituent Council members who are the primary contacts of accredited member programs and institutions in good standing. Members will vote on an unopposed slate.

19.4. Annual Meeting

A meeting of the Constituent Council will be held annually at a date and place to be determined by the Commission. The Commission will notify members at least 30 days in advance of the date, location, time of the meeting, and any business pending on the agenda.

19.4.1. Purpose

The primary purpose of the Annual Meeting is to report the business of the Commission since the last Annual Meeting. Reporting includes a report by the Commission chair, a management report by the executive director, a report on CEA finances by the Treasurer, and other reports on the activities and affairs of the Commission. Meetings may combine these business purposes with additional educational or informational sessions.

19.4.2. Representation

The primary contact attends meetings of the Constituent Council; however, another representative from the accredited program or language institution may attend the meetings in his/her absence. The primary contact, or designated representative, of each accredited program or institution has voting rights at a meeting of the Council. Other guests may be invited to attend the Annual Meeting, but only the primary contact or designee represents the program or institution and has voting rights.

19.4.3. Governance

The Chair of the Commission presides over the Constituent Council. The chair-elect may be assigned this task at the will of the chair. The Secretary of the Commission will record the meeting. A record of the meeting will be sent to members and commissioners.

19.4.4. Voting

Should any matter require a vote of the members, CEA's bylaws pertain. The presence of 25% of members constitutes a quorum, a majority of votes carries any action, and proxy voting is not permitted.

19.4.5. New business

Primary contacts may submit recommendations for business to be conducted at the Annual Meeting. Proposed amendments to the *CEA Standards* must be submitted to the Secretary in writing, for referral to the Standards Review Committee, 90 days before the Annual Meeting in order to be considered for inclusion as new business. Other new business must be submitted to the Secretary in writing 60 days before the Annual Meeting in order to be considered for inclusion in the agenda. Any proposed agenda items that relate to suggested changes in the *CEA Standards* or in the *Policies and Procedures* must be discussed at the meeting and following a vote of approval by a majority of representatives with voting rights present, will be forwarded to the Commission for consideration.