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I. PURPOSE

The purpose of this procedure is to ensure the smooth and orderly transfer of authority between trustees whose terms are ending or have ended and newly appointed trustees. Trustees whose term has ended continue to serve in their position as a trustee until a successor trustee has taken the oath of office and been sworn in. Appointees are strongly encouraged to follow the exact order of steps outlined below to avoid confusion and to prevent situations where a trustee may technically be sworn in but may also be ineligible to participate in Board matters.

II. NOTIFICATION OF EXPECTED OR ACTUAL VACANCY

Trustees are appointed by statutorily defined appointing authorities. This includes:

- Four (4) appointments by the North Carolina Senate,
- Four (4) appointments by the North Carolina House of Representatives,
- Four (4) appointments by the Lee County Board of Commissioners,
- Two (2) appointments by the Harnett County Board of Commissioners, and
- Two (2) appointments by the Chatham County Board of Commissioners.

Whenever a vacancy is expected to occur, whether due to the expiration of a trustee's term, removal of a trustee, or for any other reason, the College shall take reasonable efforts to inform the appointing authority within at least sixty (60) days of the date of the expected vacancy. If a vacancy is expected to occur within sixty (60) days or less, or if a vacancy occurs unexpectedly, the College shall inform the appointing authority as soon as reasonably possible.

The College may serve notice under this section by sending a written letter, whether physically or electronically, to any of the following individuals:

- For appointments held by the North Carolina Senate, to the members of the College's local delegation to the Senate or to their legislative liaisons and to the Senate *President Pro Tempore* or to their legislative liaison,
- For appointments held by the North Carolina House of Representatives, to the members of the College's local delegation to the House or to their legislative liaisons and to the House Speaker or to their legislative liaison, and
- For appointments held by a county board of commissioners, to the chairperson or the clerk of the respective board of commissioners.

III. APPOINTMENT OF A TRUSTEE

The appointment of a trustee is governed by statute and by the internal bylaws and procedures of the appointing authority. Trustees are ineligible for being sworn in until an official appointment has been made. Upon being duly appointed by an appointing authority, the College shall collect documentation of the appointment to ensure that the trustee's oath and swearing in are validly executed. Acceptable documentation of appointment includes:

- For the North Carolina Senate and the House of Representatives, a session law that has been successfully passed by both chambers and that clearly names the appointee to the Board,
- For county boards of commissioners, minutes from the respective board indicating that a resolution passed that clearly names the appointee to the Board, or
- A formal letter of appointment from any appointing authority that clearly names the appointee to the Board.

The College may swear in an individual without having received any of the above documentation if 1) the College has been made aware through a credible source connected to the appointing body that the appointee has been duly appointed to the Board and 2) the College collects the appropriate documentation at the earliest possible opportunity.

IV. PRELIMINARY ETHICS COMPLIANCE REQUIREMENTS

After being duly appointed, an appointee must ensure that their Statement of Economic Interest (SEI) filings are current and acceptable to the North Carolina State Ethics Commission. Before filing an SEI, appointees are encouraged to contact the College's General Counsel to determine the necessary filings. The State Ethics Commission may be consulted to determine the required filing, if any, for the appointee to assume office.

While a trustee may take the oath of office and be sworn in prior to filing their SEI, trustees may not participate in Board matters until an SEI is filed. Because a trustee being sworn in effectively terminates the trusteeship of the prior trustee, newly appointed and reappointed trustees are strongly encouraged to fulfill the SEI filing requirements before taking the oath of office.

V. OATH OF OFFICE AND SWEARING IN OF A TRUSTEE

After having been duly appointed and, preferably, having completed the required SEI filings, an appointee may take the oath of office and be sworn in as a trustee of the College. Trustees are encouraged to be sworn in as soon as possible after being appointed and filing any required SEI documentation to ensure the smooth and orderly transfer of authority. Appointees may be sworn in by any of the following:

1. A justice, judge, magistrate, clerk, assistant clerk, or deputy clerk of the General Court of Justice, a retired justice, judge, or clerk of the General Court of Justice, or any member of the federal judiciary;
2. The Secretary of State;
3. A notary public;
4. A register of deeds;
5. A mayor of any city, town, or incorporated village;
6. A chairman of the board of commissioners of any county;
7. A member of the House of Representatives or Senate of the General Assembly;
8. The clerk of any county, city, town or incorporated village.

For the convenience of its appointees and trustees, the College maintains oath forms and documentation that it is able to distribute to any appointees upon request or upon receiving notification of an appointment. Appointees may also request the services of notaries the College has on staff to administer the oath of office and the swearing in, including but not limited to the College's General Counsel and Director of Executive Operations. Appointees who have not yet been sworn in at the time of the Board's next meeting or meeting of any of its committees may be sworn in immediately prior to any such meeting.

REFERENCES

Statutory References	N.C.G.S. Ch. 11
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

PROCEDURE HISTORY

November 4, 2026	Adopted.