

# Public Education Commission

## Governing Body Member Change Notification Instructions

### **Purpose:**

To notify the Public Education Commission (PEC) of a change in a member of the school's governing body.

### **Submission Deadline:**

Changes to the governing body do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

### **Information provided by the School:**

- Fully completed form
- Approved board minutes or certification of the vote taken by the board accepting the new member
- Resignation Letter or board meeting minutes removing the previous member
- Statement of Governing Body Member to Consult with PED
- Affidavit of Governing Body Member
- Assurances of Governing Body Member

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) if you have questions about completing or submitting documents.

# Governing Body Change Notification Request FORM

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and [Click or tap here to enter text.](#) **(name of charter school)**, hereafter "the School," effective on [Click or tap to enter a date.](#)

Current Governing Body members and positions:

[Click or tap here to enter text.](#)

New Governing Body member(s) and position(s), please include contact information such as phone number(s) and email(s):

[Click or tap here to enter text.](#)

Number of personnel changes and governing body changes submitted to PEC in the last 12 months:

[Click or tap here to enter text.](#)

The School's Governing Body notification is hereby submitted by:

[Click or tap here to enter text.](#)

**Charter School Representative**

[Click or tap to enter a date.](#)

**Date**

\_\_\_\_\_ **For PEC/CSD use only** \_\_\_\_\_

School Notification number (School name, number, date): \_\_\_\_\_.

*Consent Agenda (Typical)*     *Regular Agenda (Unusual circumstance)*

This notification was:

Accepted

Rejected. If rejected, provide reason for rejection.

[Click or tap here to enter text.](#)

**Public Education Commission**

[Click or tap to enter a date.](#)

**Date**