

10. GOVERNANCE: NIGP CONTENT MANAGEMENT COMMITTEE

Scope

These policies describe the governance structure of NIGP's Content Management Committee. These policies specifically describe the purpose and powers, authority, composition, qualifications, terms, leadership and expectations of the NIGP Content Management Committee.

General

A. Purpose and Powers

The purpose of the NIGP Content Management Committee is to establish instructional and assessment system policies and practices for NIGP's certificate and designation program to include:

1. Creation of new certificates and designations based on recommendations from the NIGP staff;
2. Validation of topics and related courses to be bundled into a certificate or designation;
3. Renewal/expiration terms of designations; and
4. Issuance of all NIGP certificates and designations

B. Authority

1. The NIGP Content Management Committee is empowered to take actions in accordance with the expressed authority granted in accordance with this Section of the Governing Board Policy Manual. Notwithstanding, the Governing Board reserves the right to modify these powers in its best interest.
2. As an operational committee within the NIGP Committee structure, the NIGP Content Management Committee reports to the NIGP Chief Content Officer and supports efforts with NIGP's Content Management team.

C. Composition

1. The NIGP Content Management Committee shall be comprised of no less than eleven (11) voting members. The Chief Content Officer shall serve as a non-voting member and may appoint other non-voting liaisons and/or advisors to support the work of the Committee in his/her best interest.
2. At least one of the voting members of the NIGP Content Management Committee shall be an elected member of the NIGP Member Council. This requirement therefore, waives the restriction that NIGP members can only serve one Board, Council or committee concurrently in this instance.

D. Qualifications

1. Voting members shall either be active NIGP members who are employed by a public sector agency or industry leaders with expertise in the discipline that is being considered for a designation or certificate program within NIGP's credentialing system. Voting members who represent a public sector agency and retire from public service during their term may continue to complete the term.
2. Members of the NIGP Content Management Committee shall be prohibited from serving any of the following dual roles concurrently:
 - a. Developer or instructor of NIGP certification preparatory programs;
 - b. Member of the NIGP Certification Commission; or
 - c. Member of the NIGP Test Development Committee.

E. Selection

1. For NIGP Representatives to the NIGP Content Management Committee with terms beginning on or before July 1, 2019, the NIGP Governing Board shall make all appointments in its best interest.
2. The NIGP Talent Council's Pipeline and Placement Committee shall be responsible for on-going recruitment of potential NIGP Content Management Committee members.

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- a. The NIGP Pipeline and Placement Committee shall develop and maintain a process for recruitment that optimizes transparency, impartiality and accessibility.
- b. By no later than the last day of May preceding the expiration of a member's term on June 30th, the NIGP Talent Council shall finalize committee appointments.

F. Terms

1. The term of each NIGP Content Management Committee member shall be for three (3) years; renewable once.
2. For terms beginning on or before July 1, 2019, the NIGP Content Management Committee shall take reasonable care to stagger its terms to provide continuity.
 - a. Approximately one-third of the members shall have an abbreviated one-year term through June 30, 2020, one-third of the members shall have an abbreviated two-year term through June 30, 2021, and one-third of the members shall have a full, three-year term through June 30, 2022.
 - b. The NIGP Content Management Committee shall decide, among its members, who shall serve these staggered terms; with the understanding that the 1 and 2-year abbreviated terms shall not count against the limit of two consecutive terms.
3. Service for the unexpired term of another member shall not count against the limit of two consecutive terms, unless the service for the unexpired term was for more than eighteen (18) months.

G. Removal

Removal of a NIGP Content Management Committee member may be made with or without cause by a simple majority of the Content Management Committee members who do not have a conflict of interest in the decision.

H. Leadership

1. The NIGP Governing Board shall, in its best interest, select the Chair of the NIGP Content Management Committee for terms beginning on or before June 1, 2019.

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2. The Content Management Committee shall elect, from among its members, its subsequent Chairs through a super-majority vote (2/3rd affirmative).
3. The Chair shall serve a one (1) year term; renewable once.
4. The Chair shall preside at all meetings of the NIGP Content Management Committee, shall represent the Committee, and have primary responsibility for carrying out the functions of the Committee.
5. If desired by the NIGP Content Management Committee, the Committee may elect a Vice Chair who shall have the authority to perform all the duties of the Chair when the latter is unavailable or unable to perform them and shall perform other tasks as delegated by the Chair.

I. Vacancies

Vacancies on the NIGP Content Management Committee shall be filled by the NIGP Talent Council's Pipeline and Placement Committee consistent with Board policy specified for the position.

J. Forum for Action: Meetings, Agendas, Quorums, and Minutes

1. The NIGP Content Management Committee may convene in-person or telephonically from time to time in their best interests. Such teleconferences shall be considered official meetings for the purpose of deliberating issues and taking formal actions.
2. Unless an emergency arises, notification for an upcoming meeting shall be provided at least fourteen (14) days in advance of the meeting date.
3. For voting at a meeting or via electronic means, the participation of a simple majority of the current voting membership of the NIGP Content Management Committee shall constitute a quorum and a simple majority of voters shall constitute an actionable decision (with the exception that the Chair elections as noted in Section 10.H.2).
4. Minutes shall be the permanent record of the NIGP Content Management Committee meeting and shall be kept on file in accordance with NIGP's records management procedures. Minutes shall reflect a clear, accurate, brief and objective representation of the NIGP Committee's primary issues, actions (votes), directives,

and decisions.

K. Performance Expectations

1. The members of the NIGP Content Management Committee are expected to attend all in-person meetings as well as all telephonic or video conferencing meetings. These expectations include:
 - a. Preparing for each meeting by carefully studying the agenda and supporting materials;
 - b. Participating effectively in the meetings and in the best interest of the Institute; and
 - c. Assuming leadership roles in all NIGP Content Management activities
2. NIGP Content Management Committee Commission members who fail to attend two (2) consecutive meetings without an excuse shall have resigned his/her position on the NIGP Content Management Committee following the third consecutive absence.
3. To be excused from a meeting, the NIGP Content Management Committee member is required to submit a written explanation for the absence to the Chair. The written explanation shall be provided to the Chair in advance of the meeting unless an emergency exists; in which case, the notification shall be provided no more than seven (7) days following the meeting date. The Chair shall determine whether the absence is excused or unexcused. All excused absences shall be recorded within the official minutes of the affected meeting.

L. Confidentiality and Conflict of Interest

1. As a requirement for service, NIGP Content Management Committee members shall execute a confidentiality agreement covering intellectual property ownership, confidentiality and security of information, assurance of impartiality, and conflicts of interest.
2. Such agreement shall be executed prior to accepting their positions and shall cover the period of his/her term. A new agreement shall be executed in advance of a second term.
3. The agreement obligates a NIGP Content Management Committee member to recuse himself/herself from voting on any action brought

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before the NIGP Content Management Committee that may bring real or perceived personal and/or financial benefit to himself/herself. This restriction does not preclude the right of the NIGP Content Management Committee member to participate in the discussions leading to the vote.

M. NIGP Content Management Ad Hoc Task Forces

The Content Management Committee may appoint short-term task forces in its best interest to accomplish its purpose and responsibilities.