



Joint Legislative Committee to Screen Candidates for Boards of Trustees of State Colleges and Universities

CANDIDATE GUIDELINES

1. WHEN ARE ELECTIONS HELD?

A Joint Assembly of the House and Senate is scheduled by concurrent resolution. The election date may be no sooner than two weeks after the joint committee has issued its final report of candidates for boards of trustees, but no later than six weeks after the joint committee is appointed as prescribed by 2-20-35. The Joint Assembly is usually held on a Wednesday at 12 noon.

2. HOW TO APPLY – LETTER OF INTENT

The committee sends to all South Carolina daily newspapers a news release indicating the seats with term expirations and publishes the deadline for the *Letter of Intent*. The newspapers determine how much of the news release to print; therefore, the information may be abbreviated. Contact the Screening Committee for specific information.

You may also access the press release at

<http://www.scstatehouse.gov/committeeinfo/Universities&CollegesScreeningCommittee/Univ&CollScreening.php>.

Any person seeking a position on a board of trustees must submit a *Letter of Intent*. The Screening Committee establishes deadlines and time frames. The deadlines and time frames change each year. Letters of intent received after the deadline are not honored.

The letter simply needs to indicate an intent to offer for a board position at a particular college/university (or Wil Lou Gray Opportunity School). If the position is a numbered seat by congressional district, the seat number must be declared. The same is true for a seat by judicial circuit. Some at-large seats are also numbered seats; therefore, a candidate must declare the seat number. If there are two at-large positions at one college/university, one a regular term and one an unexpired term, a candidate must declare the seat for which he/she is offering. In other words, a candidate must offer for a specific seat and the letter of intent must indicate the specific seat.

Examples of letters of intent:

This letter is to indicate my intent to offer for Seat #1, First Congressional District, on the Board of Trustees at Francis Marion University.

This letter is to indicate my intent to offer for an at-large seat on the Board of Trustees of Winthrop University.

The *Letter of Intent* must be received by the established deadline. Upon receipt of the letter, the required forms are mailed to the applicant upon request or accessed at <http://www.scstatehouse.gov/committeeinfo/Universities&CollegesScreeningCommittee/Univ&CollScreening.php>.

All correspondence addressed to
julianorwood@scsenate.gov - PREFERRED

The Honorable Jake Knotts, Chairman
Committee to Screen Candidates for Boards of Trustees
1101 Pendleton Street
303 Gressette Building
Columbia, SC 29201
Attn: Julia Norwood

3. REQUIRED FORMS

The following forms will be provided by the Screening Committee upon request or accessed at

<http://www.scstatehouse.gov/committeeinfo/Universities&CollegesScreeningCommittee/Univ&CollScreening.php>:

1. Personal Data Questionnaire (similar to a resume)
2. Personal Data Sheet (for SLED background & driver's license check)
3. Credit Check Authorization Form
4. Statement of Economic Interest

NOTE: First-time elected members must file their *Statement of Economic Interest* on-line with the South Carolina Ethics Commission at <http://ethics.sc.gov> BEFORE their term begins July 1.

All members of Boards of Trustees of Colleges and Universities are required to electronically file a *Statement of Economic Interest* with the State Ethics Commission (<http://ethics.sc.gov>) BEFORE April 15 of each year.

4. ADDITIONAL REQUIRMENTS

The candidate is required to obtain **a statement from his/her local clerk of court indicating that there are no criminal or civil judgements outstanding.**

A statement of written testimony (why you wish to serve) is required by law. Although the law indicates that the statement is required 48 hours before the hearing, the Screening Committee collects the statement with the other forms so that the papers are in order for the committee members on the day of the hearing.

5. PUBLIC HEARING

Based on the number of seats scheduled for election and the number of candidates for the seats, the Screening Committee determines how many public hearings are needed.

The candidate is notified by mail and/or e-mail of the date and time for a public hearing.

A candidate is sworn in and the chairman asks several prepared questions (possible conflicts of interest, violation of dual office holding clause, etc.) The Screening Committee may then ask questions of the candidate. If a problem with the SLED report or an item of confidential nature arises, the committee may meet in executive session.

The hearing is conducted no later than two weeks prior to the date scheduled for the election.

A verbatim transcript of the hearing is printed in the House Journal and the Senate Journal and available at www.scstatehouse.gov upon publication of respective journals.

A candidate is required to be present at the hearing. However, the law does provide exemptions. The Screening Committee may excuse a candidate. The Screening Committee may decide a hearing is not necessary if a candidate has no opposition, there appears to be no substantial reason for a public hearing, whether or not the candidate is an incumbent, and no request is made by at least ten members of the House of Representatives and five members of the Senate to hold a public hearing. The Screening Committee may announce the status of a candidate at the end of the hearing.

6. SECURING VOTES

The ethics law prohibits a candidate from soliciting votes or commitments from legislators prior to the report of the Screening Committee. However, a candidate may advise a legislator of his/her intent to offer for a board position.

7. CORRESPONDENCE

Any correspondence to the members of the General Assembly regarding your candidacy can be distributed to each legislator's office by pages. It should be organized by room number and name (not alphabetically). The correspondence to members of the House should be hand delivered to room 203 in the Blatt Building. Senate correspondence should be hand delivered to the security desk, 1st floor in the Gressette Building. Consult the legislative manual for names and room numbers or the legislative website.

You may also e-mail all members of the House and Senate at www.scstatehouse.gov. Click on House and/or Senate. Click the Email link on blue horizontal menu bar for the respective Chamber. Click on All House Members and/ or All Senate Members.