

# Charter Representative Amendment Request

## Purpose

The *Charter Representative Amendment Request* should be completed if the charter holder needs to add or remove a charter representative.

*Before submitting this request ensure the charter holder is in compliance per the Board's [policy](#). If a charter holder is not in compliance, the request may be deemed incomplete and the non-compliance may be recorded on the charter holder's operational dashboard.*

## Determining Eligibility

Any charter holder is eligible to submit a *Charter Representative Amendment Request*.

## Board Consideration

A substantively complete request submitted by a charter holder may be considered for approval by the Executive Director, or may be placed on the agenda of a regular Board meeting.

## Instructions for the Request

Work through the form, filling in all required fields and uploads (denoted by "\*"). Follow the instructions for each upload field. Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

## Form Fields

Field	Instructions
<b>Current Charter Holder Representatives</b>	Confirm that this field accurately identifies the current Charter Holder Representatives.
<b>Removed Charter Holder Representatives</b> (to remove an individual)	From the "Choose a Representative" drop down, select the member to be removed. Click the "Remove Representative" button.
<b>New Charter Holder Representatives</b> (to add an individual)	Click the blue "Add Authorized Representative" link. When the window pops up, enter the last 4 Digits of the new individual's Social Security number and the individual's date of birth. Then, Click the "Add Authorized Representative" button.  The window will expand. When that happens, complete the following: <b>First Name:</b> Enter the new individual's first name. <b>Last Name:</b> Enter the new individual's last name. <b>Email Address:</b> Enter the new individual's email address. <b>Fingerprint Clearance Card:</b> Click "Choose File" and upload a PDF of a copy of the front and back of the individual's valid FCC issued by DPS.

**Affidavit:** Click “Choose File” and upload a PDF of a completed, signed, and notarized Affidavit, Disclosure, and Consent for Background and Credit Check form.

**Résumé:** Click “Choose File” and upload a PDF of the résumé.

Repeat this process for each individual being added.

## Attachments

For further information regarding specific documentation requirements, see The Guide (*Attachment Guidelines*) and the administrative and substantive completeness requirements following this section.

### Board Minutes or Board Resolutions\*

### Declaration of Payment, Benefit, or Consideration\*

A PDF version of the completed form.

## Administrative Completeness Review

An administratively complete request includes:

- Board Minutes or Board Resolutions that provide evidence that the:
  - Proposed change in governance has been approved or addressed by the charter holder (approving board);
  - Approving board aligns with what is currently on file with ASBCS; and
  - Board minutes comply with Open Meeting Law (if applicable); or
  - Board resolution is signed by all current board members if the approving board is not subject to Open Meeting Law.
- Current, valid Fingerprint Clearance Card for each representative being added.
- Current Résumé for each representative being added.
- Notarized and completed Affidavit, Disclosure and Consent for Background and Credit Check form for each representative being added.
- Completed Declarations of Payment, Benefit, or Consideration form for each representative being added or removed.
- All required forms are submitted on the approved ASBCS template.

## Substantive Completeness Review

The following checklist will be used to determine substantive completeness for this request. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	Board Minutes that: <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate that the request has been approved and is consistent with the submitted form</li> </ul>
Credit Check (Adding only)	<input type="checkbox"/> No discrepancies in an individual’s credit check
Compliance Check	<input type="checkbox"/> Charter holder is in compliance per the Board’s policy.

