

 Meadows Arts and Technology Elementary School	Board Member Recruitment and Election/Appointment Policy	
	Last Reviewed/Revised: 2/12/2018	Effective Date: 11/14/2011
Reference Number: BB-REP-02122018	Original Author: MATES Board	Policy Status: Active

PURPOSE:

The continued achievement of the Meadows Arts and Technology Elementary School (“MATES”) vision and objectives requires the involvement of an engaged, qualified and Diverse Board of Directors (“Board”). As such, ensuring that the recruitment and election/appointment processes shall result in the identification and selection of qualified candidates requires the development of a formal election/appointment policy.

SCOPE:

This policy applies to the MATES Executive Director and employees, MATES Board Members, recruitment committee members, and Board candidates. . This policy outlines processes and guidelines for parent-elected and board appointed board positions. Processes and procedures for board-appointed positions are also governed by the Board Governance Policy.

GENERAL POLICY STATEMENT:

The MATES board shall define policies that establish guidelines for the identification and screening of candidates, appropriate campaign conduct, ballot and polling procedures, ratification of election results of parent board members, and appointment of community board members.

POLICY DETAILS:

1. ALIGNMENT WITH BOARD BYLAWS
 - 1.1. This policy must comply with all terms defined in the MATES Bylaws.

2. RECRUITMENT COMMITTEE STRUCTURE AND RESPONSIBILITIES
 - 2.1. The Recruitment Committee shall consist of lower grade and upper grade parents and members of the MATES certificated and/or classified staff, excluding the Executive Director and Assistant Director. The Board shall select a committee chair every two years unless necessitated by a vacancy.
 - 2.2. The Executive Director or designee will provide the Committee with current versions of all policies and guidelines governing the recruitment and election/appointment processes including the Recruitment Committee Charter.
 - 2.3. The Recruitment Committee will follow all recruitment and election/appointment guidelines as dictated by this policy and the Recruitment Committee Charter.

3. RECRUITMENT AND ELECTION TIMELINE
 - 3.1. Once the date of the Annual Meeting of the Board of Directors is set for a given year, the election date and timeframe dates for the Parent-Elected and Community Member processes for the filling of vacancies due to the expiration of terms and, if applicable, any unfilled vacancies, may be set and published.
 - 3.2. A calendar must be developed that obtains certified election (for parent board members) and board appointment (for community board members) results in time for seating elected directors at the Annual Meeting of the

Board of
Directors.

4. CANDIDATE QUALIFICATIONS

- 4.1. Board Candidates shall have experience in one or more of the following areas: education, technology, art, government, law, business, finance/accounting, fundraising, facilities, public relations, human resources or equivalent experience.
- 4.2. Board Candidates shall be familiar with and supportive of the vision and objectives of MATES.
- 4.3. Parent-Elected Board applicants are encouraged to obtain first-hand experience with the culture and operating structure of MATES through participation in volunteer opportunities, including, but not limited to Board Committees and the Board related projects at MATES, to the extent practicable. Community member applicants are encouraged to acquire knowledge about the culture and operating structures of MATES.
- 4.4. Each parent candidate must be able to fulfill a two-year term and have a child in attendance at MATES during his/her entire term.
 - 4.4.1 If a candidate is a parent of a fourth grade student, the candidate must be able to fulfill one year of a two year term.
- 4.5. All Board candidates shall be notified that if elected/appointed to the Board the candidate may be finger printed and subject to a background check.

5. CAMPAIGN RULES / CANDIDATE CODE OF CONDUCT

- 5.1. Candidates and their supporters are encouraged to run a positive campaign emphasizing one's own positive attributes or preferred policies and to refrain from negative campaigning.
- 5.2. In consideration of the role of an individual Board Member as having decision-making ability only as a part of the larger board, candidates should avoid making concrete promises. Statements, whether written or spoken, should avoid speculation and instead be factual in nature.
- 5.3. Information provided by an applicant on the application and in any campaign communication shall be true and complete and may be subject to verification.
- 5.4. Campaigning is limited to activities as set forth in the Recruitment Committee Charter.

6. POLLING PLACE RULES FOR PARENT-ELECTED BOARD MEMBERS

- 6.1. The Recruitment Committee will schedule an election window for returning ballots during the annual election.
- 6.2. The ballot box will reside in the front office during the election window. The ballot box used for storing the ballots must be secured, with measures taken to ensure access only by Recruitment Committee members.
 - 6.2.1. In the event the ballot box becomes full before the end of the election window, one member of the Recruitment Committee, the executive director and one witness may empty it and secure the ballots in a sealed and signed envelope and lock them in the safe.
- 6.3. The front office becomes a "polling place" during the election window and discussion of candidates by parents or staff is not allowed.

7. BALLOT DISTRIBUTION / COLLECTION / COUNTING FOR PARENT-ELECTED BOARD MEMBERSHIP

- 7.1. The primary goal of the ballot distribution, collection and counting of

election ballot procedures is to ensure the integrity of the election process. Modifications to this process must be approved by Board vote prior to the start of the annual election process.

- 7.2. All ballots shall contain the names of the candidates and voting instructions to ensure that no duplicate ballots are cast by approved electors. Bylaws dictate one ballot per family, non-parent certificated and classified staff member, excluding the Executive Director and Assistant Director. Duplicated ballots are invalid.
- 7.3. The ballot packet shall contain the ballot and ballot instructions. Ballot instructions shall include direction to place the ballot (once completed) into the privacy envelope and guidance on where and by when the ballot must be returned.
- 7.4. Teachers distribute ballots to students on the calendared distribution day and record which number ballot is sent home with each student who is entitled to receive a ballot. The Recruitment Committee does not view these lists. In the event a family loses or does not receive their ballot, the family should notify the teacher. The teacher will inform the Recruitment Committee of which numbered ballot was lost. The numbered ballot is recorded by the committee and is no longer valid. A replacement numbered ballot of a different number is given to the teacher to record and distribute to the family.
- 7.5. Once a ballot has been distributed, the candidates listed on the ballot shall not be modified. If a candidate is removed from the election process, any votes cast for that candidate shall be set aside; in such a case the remaining candidate(s) with the highest number of votes shall be elected (i.e. a candidate removing themselves from the election in process shall not void the election process once ballots have been distributed.)
- 7.6. The Recruitment Committee and Executive Director or designee will count the ballots with a representative from the Ventura County Business Services Authority and/or County Authorizer present as auditor. The following control checks shall be incorporated into the counting process.
 - 7.6.1. A method for identifying and removing duplicate or invalid ballots.
 - 7.6.2. A method for applying multiple counts of collected ballots with certification only after multiple matching tabulation of results.
 - 7.6.3 All candidates must receive at least 25% of the votes cast or they will not be permitted to serve on the Board.
- 7.7. All collected election ballots and tally results must be retained in the school safe for a minimum of one year from the date the election results are announced.

8. APPOINTMENT PROCEDURE FOR COMMUNITY BOARD MEMBER APPLICANTS

- 8.1 It is the job of the MATES Board of Directors with the assistance of the Recruitment Committee to recruit possible community Board members as applicants, and refer them to the recruitment committee to review their applications for qualifications.
- 8.2 If the Recruitment Committee determines that any of the community board member applicants do not possess the minimum qualifications listed in section 4, as applicable, the committee chair shall notify the Board of any unqualified applicant and the reason for the the Committee's determination that an applicant is not qualified. The Board shall consider the information provided by the Committee and make the final determination as to whether each applicant is minimally qualified for consideration to serve as a community board member. The decision of the Board on this issue is not appealable by any applicant.

8.3 All qualified community Board member applicants shall be placed on the ballot prepared for the Board to vote in open session by written ballot. The selection of community Board members shall be properly noticed pursuant to the Brown Act by designating the maximum number of community Board openings that are available to be filled.

8.4 After being presented to and reviewed by the Recruitment Committee, but prior to being appointed by the Board of Directors, the selected community member(s) shall be named in open session during the school-year to allow for community input.

9. FILLING OF VACANT BOARD POSITIONS AFTER THE ANNUAL MEETING

9.1 Vacancies on the Board of Directors may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum by (a) the unanimous consent of the directors then in office, (b) the affirmative vote of a majority of the directors then in office at a meeting held according to notice or waivers of notice complying with Corporations Code Section 5211, or (c) a sole remaining director.

9.2 When quorum is not at issue in an emergency situation, the Board of Directors shall not fill any vacancy without first presenting potential candidate names in open session during the school-year to allow for community input.

NON-COMPLIANCE TO POLICY:

Violations of this policy may result in the Board Member or employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations. Non-compliance by Board Candidate may result in the candidate being de-certified from the election and/or eliminated from the election ballot.

GOVERNANCE:

The MATES Board and Executive Director will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

<u>Policy Version:</u>	<u>Effective Date:</u>	<u>Revision:</u>
BB-NEP-11142011	11/14/2011	Original Version
BB-NEP-11182013	11/18/2013	Revised in accordance with every two year mandate
BB-REP-11182013	11/17/2014	Revised to reflect change of Nominating Committee to Recruitment Committee.
BB-REP-12122016	12/12/2016	Revised in accordance with every two year mandate. Name changed to Board Member Recruitment and Election/Appointment Policy. Revisions made throughout the policy including the addition of Appointment Procedure for Community Board Member Applicants
BB-REP-02122018	02/12/2018	Revised by Recruitment Committee to clarify the recruitment process.