



Board of Director's Policy Governance 200 Series

Policy # 200.21

Election Policy and Procedures

1. Introduction

The PCCS bylaws contain specific criteria for electing members of the PCCS Board of Directors. Election criteria include: Three members are Parent-elected; the remainder are Board-appointed; all vacancies must be filled within 90 days and a minimum of 5 Directors must be parents of students attending the school. The bylaws also require that board members be chosen, through election or appointment, no later than 14 days prior to the annual meeting, at which time they are installed. Under this policy no individual may seek election and/or appointment to two or more positions that would have any portion of their terms concurrent with each other. Further, a seated Director may not seek election and/or appointment to any term that would begin prior to the expiration of their current position's term.

This document contains the policies and procedures for selecting the Directors. This includes the processes for both the Board-appointed and Parent-elected positions. The timelines contained in this document are intended to serve as guidelines. The dates/time frames listed in this document are to be viewed as the preferred standard; however, they are subject to modification to allow for holidays or other unique circumstances. Any modifications to the timelines shall be publicized as soon as possible and the reasons for the modifications cited; such modifications must be approved by the President of the Board of Directors or, in their absence, the Vice President of the Board of Directors. Under no circumstances shall time frames for elections or appointments be shortened.

2. Election or Appointment of Board Members

Parties Administering the Process

The Parent-Elected process shall be implemented by a special committee subsidiary to the PCCS Board of Directors. The committee will have five members. Of these five, two will be appointed by the PCCS administration; two will be appointed by the PSO and one by the Board of Directors.

The Election Committee is responsible for executing applicable election policies. The committee may seek guidance as it sees fit but is responsible for determining a specific appropriate course of action. Ambiguities should be resolved within the Election Committee and by a majority vote among the committee members as necessary consistent with existing policies. The Election Committee should hold open meetings as dictated by prevailing regulation.

The Board-Appointed process shall be implemented by the Board of Directors.

The Election Process

New board members are identified through the Parent-Elected process implemented by the Election Committee, or through the Board-Appointed process implemented by the Board of Directors. Election/appointment of new board members is initiated when (a) the term of an existing Director is due to expire, or (b) a vacancy is created due to the resignation or removal of a Director.

The timelines for election/appointment of a new Director are as follows:

Following is the timeline for election of Directors through the Parent-Elected process implemented by the Election Committee to fill positions vacated due to completion of a term:

- a) Once the date of the annual meeting is set for a given year, the election date and time frame dates for the Election Committee led Parent-Elected process for the filling of vacancies due to the expiration of terms may be set and published.
- b) A date for the initiation of the election cycle shall be set that is equal to the date of the annual meeting minus 73 days. Ideally, this will allow for a 52 day election cycle with an additional 7day buffer period to allow the election to be completed 14 days prior to the date of the annual meeting. For purposes of the timeline listed below, the election initiation date will be referenced as date "X"

X = Election initiation date. The Election Committee will announce the term(s) that are eligible for election due to the expiration of an existing Parent-Elected term and that candidate applications are being accepted beginning effective on this date. Public announcements will be made at least three times between the date the election cycle is set and the due date for applications. At least two of these announcements will be made within 30 days of the application deadline.

X + 25 = Complete candidate application packets are due by 3:30PM to the School Office.

X + 25 to X + 26 = After the submission deadline, candidate application packets will be reviewed by the Election Committee to determine compliance with established criteria. Once an application packet has been reviewed and found in compliance with the requirements of this policy, the applicant/candidate will be viewed as a "certified candidate." All incomplete applications shall be rejected and said candidates will not be eligible for inclusion in the Parent-Election process. If there is only 1 validated candidate for a given position then the balloting process for the position shall still be undertaken. Such a candidacy will be held to the requirements of a successful multi-candidate election.

X + 36 = Ballots will be published and distributed.

X + 50 = Ballots will be due by 3:30PM. Ballots will be counted per established policy.

X + 51 or sooner = Public announcement of the election results shall be made. The elected Director(s) shall be seated at the annual meeting.

It is preferred that each of these dates be published as soon as possible after the setting of the annual meeting date to allow potential candidates to plan in advance for required election time frames and election obligations.

In the case where the Election Committee will fill positions vacated due to a resignation, removal, or otherwise early vacation of a Parent-Elected Director's position, a similar timeline is recommended as described above with it understood that the "election initiation date" would be changed. In such a case, the initiation date would be the sooner of the effective date of the vacancy or the date on which the Director tenders their intent to resign their position.

The elected Director(s) shall be seated at the first meeting of the Board of Directors that occurs after the effective date of the vacancy for which the candidate has been elected.

Following is the timeline for election of Directors through the Board-Appointed process to fill positions vacated due to the completion of a term(s):

- a) Once the date of the annual meeting is set for a given year, the election date and time frame dates for the Board-Appointed process for the filling of vacancies due to the expiration of terms may be set and published.

- b) A date for the initiation of the Board-Appointment process shall be set that is equal to the date of the annual meeting minus 73 days. Ideally, this will allow for a 52 day appointment process with an additional 7 day buffer period to allow the election to be completed 14 days prior to the date of the annual meeting. For purposes of the timeline listed below, the appointment process initiation date will be referenced as date "X"

X = Appointment process initiation date. The Board of Directors will announce the term(s) that are eligible for Board-Appointment due to the expiration of an existing Board-Appointed term(s) and that candidate applications/nominations are being accepted beginning effective on this date. Public announcements will be made at least three times between the date the appointment process is set and the due date for applications/nominations. At least two of these announcements will be made within 30 days of the application deadline.

X + 25 = Complete candidate application packets are to be turned into the Nominating Committee by 3:30PM.

X + 25 to X + 35 = After the submission deadline, candidate application packets will be reviewed by the Nominating Committee to determine compliance with this policy. Once an application packet has been reviewed and found in compliance with the requirements of this policy, the applicant/candidate will be viewed as a "certified candidate." For purposes of this section, the date on which all Board-Appointed applications are certified is referred to as the "Certification Date."

Certification Date to X + 50 = The Board of Directors shall interview all candidates in accord with established practices and hold a vote to elect the Board-Appointed Candidates. The date of the vote is the "Election Date."

Election Date to Election Date + 2 = Candidates and public are informed of the outcome of the Board-Appointed process per established procedure.

If for any reason (e.g. all candidates are voted down, a lesser number of candidates are appointed than the number of vacant seats, or there were too few candidates) a Board seat(s) remains vacant at the conclusion of the above outlined Board-Appointment process, the entire Board-Appointment process will be restarted from the beginning for any seats that remain vacant.

The Board-Appointed Director(s) shall be seated at the annual meeting.

It is preferred that each of these dates be published as soon as possible after the setting of the annual meeting date to allow potential candidates to plan in advance for required appointment time frames and appointment obligations.

Following is the timeline for election of Directors through the Board-Appointment process to fill positions vacated due to a resignation, removal, or otherwise early vacating of a Board-Appointed Director's position:

X = The sooner of the effective date of the vacancy or the date on which the Director tenders their intent to resign their position.

X + 5 = Appointment process initiation date. Public announcement of the vacancy will be made, including announcement that candidates may submit applications for election via a Board-Appointed process. Public announcements will be made at least two times prior to the application deadline.

X + 30 = Complete candidate application packets are to be turned into the Nominating Committee by 3:30PM.

X + 30 to X + 40 = After the submission deadline, candidate application packets will be reviewed by the Nominating Committee to determine compliance with this policy. Once an application packet has been reviewed and found in compliance with the requirements of this policy, the applicant/candidate will be viewed as a "certified candidate." For purposes of this section, the date on which all Board-Appointed applications are certified is referred to as the "Certification Date."

Certification Date to X + 55 = The Board of Directors shall interview all candidates in accord with established practices and hold a vote to elect the Board-Appointed Candidates. The date of the vote is the "Election Date."

Election Date to Election Date + 2 = Candidates and public are informed of the outcome of the Board-Appointed process per established procedure. If for any reason (e.g. all candidates are voted down, a lesser number of candidates are appointed than the number of vacant seats, or there were too few candidates) a Board seat(s) remains vacant at the conclusion of the above outlined Board-Appointment process, the entire Board-Appointment process will be restarted from the beginning for any seats that remain vacant.

3. Election Responsibilities

Each member of the PCCS Board of Directors is responsible to search for and recruit candidates. Applicants may apply that have not been solicited by the Board. This responsibility may not be delegated to any committee or taskforce; it solely belongs to the Board.

Nominating Committee

This committee receives all candidate documents for Board-Appointed Directors. The Nominating Committee's job is to receive the documents, confirm the seriousness of each candidate's interest, and communicate any issues to the Board of Directors.

An "applicant" is someone who has submitted an application to the Nominating Committee for consideration. A "certified candidate" is someone whose submission is complete and has been certified by the Nominating Committee per this policy. Once a person's status has been certified, it cannot be changed until the current process is complete or the candidate withdraws.

Applicants may not submit their application directly to the Board or any other group or fail to meet the submission deadline listed in the timeline to be considered a candidate. Only candidates may be interviewed by the Board to be considered for appointment to open positions. The Board must be notified of new applicants or changes in the status of an applicant by the Nominating Committee via email or in writing within 24 hours of discovery.

The functions of the Nominating Committee include:

1. **Receive applicant** documents - After receiving documents, confirm that the Board-Appointed applicant has submitted a letter of intent, a resume, and 3 letters of reference.
2. **Verify status:**
PCCS Bylaws require that at least 5 Board Members be parents of PCCS students. If a single vacancy is being filled as a result of the early vacation of a Board position, the composition of the remaining Board Members shall be reviewed to determine if 5 Board Members who are parents of PCCS students will remain on the Board after the early vacation of said position. If at least 5 of the Board Members who will remain are parents of a PCCS student, applications may be accepted from both parents and non-parents. If less than 5 of the Board Members who will remain are parents of a PCCS student, applications will only be accepted from parents of PCCS students.

If more than one vacancy is being filled, as is typically the case during the annual election/appointment cycle, the Nominating Committee shall contact the PSO to determine the net number of Board vacancies that will need to be filled with parents of PCCS students via the Board-appointment process. If the Board-appointed process must fill a lesser number of positions with parents than the total number of positions the Board-appointed process will be filling, the Nominating Committee shall indicate to the Board, which certified candidates are parents; the Board will be directed to fill the required number of parent slots first from the pool of parent certified candidates. The Board must first fill the required number of parent slots before proceeding to fill any vacancies with non-parents.

3. References — An applicant needs to submit 3 letters of reference.
4. Dual processes — The Nominating Committee must confirm which process the applicant is applying to, Board-Appointed or Parent-elected, in the case that there are dual vacancies.
5. Status changes - The Nominating Committee is required to report within 24 hours to the Board, via email or in writing, any changes in the status of any applicant and the addition of new applicants.
6. Certification — The Nominating Committee must certify all candidates from the list of applicants. The Nominating Committee grants certification after confirming that the applicants have met the criteria in this Policy.
7. Submission of Slate to Board — After certification, the Nominating Committee gives the certified candidate names and documents to the Board to begin the interview process. There are no exceptions.

Interviews and Selection

Interviews from the slate should be scheduled in one session, with each candidates participating. Phone interviews are permissible if required to keep to the one session schedule. Selection should take place at the conclusion of this session to ensure clarity.

Within two days of the selection, the Board first informs all candidates of the results and then announces the results to the public. These communications include an email to the parents, and during the school year will be posted on the web site as well as in the following Friday newsletter

Election Committee

This committee receives all applicant documents for Parent-elected Director positions. The Election Committee's job is to receive the documents, confirm the completeness of each candidate's application, and communicate any issues to the Board of Directors.

An "applicant" is someone who has submitted an application to the Election Committee for consideration to be placed on the ballot. A "candidate certified" is someone whose submission is complete and has been certified by the Election Committee per this policy. Once a person's status has been certified, it cannot be changed until the current process is complete or the candidate withdraws.

An applicant must submit an application for an open Board position to the Election Committee to be considered a candidate. Applicants may not submit their application directly to the Board or any other group or fail to meet the submission deadline listed in the timeline to be considered a candidate. Only certified candidates may be placed on the election ballot.

The functions of the Election Committee include:

1. Announce open positions
2. Receive applicant documents - After receiving documents, confirm that the Parent-elected applicant has submitted a letter of intent, a resume, and 3 letters of reference.
3. Verify status:
PCCS Bylaws require that at least 5 Board Members be parents of PCCS students.

If a single vacancy is being filled via the Parent-elected process, the composition of the remaining Board Members shall be reviewed to determine if 5 Board Members who are parents of PCCS students will remain on the Board after the early vacation of the position. If at least 5 of the Board Members who will remain are parents of a PCCS student, applications may be accepted from both parents and non-parents. If less than 5 of the Board Members who will remain are parents of a PCCS student, applications will only be accepted from parents of PCCS students.

Typically, only one position at a time is filled via the Parent-elected process. However, if more than 1 parent-elected position is being filled during a given election, the Election Committee and/or their designee shall consult with the President of the Board of Directors, or in the case of their absence the Vice President of the Board of Directors, to determine how to handle the various permutations of vacancies and number of parent candidates that are required to comply with the Bylaws. Possible methods to be used in this situation may include the use of a "split ballot" that separates parents from non-parents and informs the voter that, for example in the case of two vacancies, there is a need to elect one parent to be in compliance with the Bylaws; therefore, the voter is to cast a total of two votes with at least one vote being cast for a candidate who is indicated to be a parent. In such cases, it is suggested that the ballot contains an explanation of the applicable Bylaws requirement and the reason for the structure of the voting process.

1. References — An applicant needs to submit 3 letters of reference.
2. Dual processes — The Election Committee must confirm which process the applicant is applying to, Board-appointed or Parent-elected, in the case that there are dual vacancies.
3. Status changes - The Election Committee is required to report within 24 hours to the Board, via email or in writing, any issue that may prevent the completion of the election.
4. Certification — The Election Committee must certify all candidates from the list of applicants. The Election Committee grants certification after confirming that the applicants have met the criteria in this section.
5. Creation of Ballot — After certification, the Election Committee places the names of certified candidates on the election ballot.
6. Distributing the Ballot — Ballots are distributed to the PCCS parent community as stated above. Once a ballot has been distributed, the candidates listed on the ballot shall not be modified. If a certified candidate chooses to remove himself/herself 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 certified candidate removing themselves from the election shall not void or alter the election process once ballots have been distributed.)
7. Certify and Announce Election Results — Announce to the candidates and the Board of Directors the election results.

Election Committee. Ballot Process (Mailing and Receipt)

The process outlined below is the suggested method for mailing and receiving election ballots. The primary goal of the process is to ensure the integrity of the election process. The Election Committee may, at their discretion, modify the process to meet any particular circumstances that arise including, but not limited to, the availability of new technologies or improved practices for ensuring the integrity of the election process.

The election committee shall take steps to increase voter participation. An option to vote "none of the above" (or by equivalent choice of words) shall be made available so that voters can show support for the election process even if they do not support any particular candidate. The election committee may promote the act of voting but not in such a way as aid a particular candidate.

All ballots shall contain the names of the candidates and the option to vote "none of the above". They must have an identifiable mark selected by the Election Committee to determine authenticity of the ballot.

The ballot packet shall contain the ballot, a privacy envelope and an outside family signature/name envelope to ensure non-repeating voting. The privacy envelope does not have any mark on it that identifies the name of the voting family. This is used to ensure the security of the vote. Ballot instructions shall include direction to place the ballot (once completed) into the privacy envelope and the privacy envelope shall be placed into the outside signature/name envelope with the signature of the family member & family name.

The ballot box used for storing the ballots must be secured. It must only be possible to open the box at the time of the ballot counting.

A quorum of the Elections Committee must be present to witness the ballot count.

- The Elections Committee sends the ballot packet home to the parents via backpack. Families may also pick up ballot packets at the school office. The packet deliveries follow the scheduled timeline.
- Ballots are returned to the office, following the stated timeline, via hand or classroom delivery (e.g., backpack).
- Ballots received in the office shall be kept enclosed in the outside signature/name envelope and deposited into a secure ballot box that can be opened/accessed only at ballot counting.
- The ballot box is to be opened at the public ballot counting only. The signature/name envelopes shall be removed individually with an accounting of the family assigned identifier being checked off.
- The ballot/privacy envelope shall then be separated from the outside signature/name envelope. Once all ballot/privacy envelopes have been removed and separated from the outside signature/name envelope, each ballot is then removed and determined to be authentic via the prescribed mark.
- The vote is then read aloud for the two (2) designated ballot counters to tally votes independent of each other.
- After the reading of the final ballot, the two (2) designated ballot counters determine if there is a match of totals.

Sufficient Results

The Parent-Election process is intended to give the community a voice in the composition of the Board of Directors. However, in cases where the community shows poor support for candidates, such candidates should more appropriately seek a Directorship via the Board-Elected process.

A Parent-Election will be considered to have insufficient support if less than 30% of the eligible votes are cast (in aggregate across all candidates but not including those ballots cast as “none of the above”) for the particular vacancy. In the case of an insufficient election or other situations where no candidate could be elected, the election process will start again.

Election Certification and announcements

The election is certified when all of the designated ballot counters agree that the two independent vote counts match. In the event that not all members agree, the ballots must be recounted.

The Election Committee immediately informs all candidates of the results. Next, they inform the Board of Directors of the results. The Elections Committee must announce the results to the public within two days. These communications include an email to the parents, and during the school year will be posted on the web site as well as in the following Friday newsletter.

Adoption Dates:

Adopted: April 24, 2007

Revised and Readopted: August 12, 2014