



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; and a minimum of 5 Directors must be parents of students attending the school. All vacancies must be filled within 90 days if longer than 3 months remain in the term of the vacated position. 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-Elect and Board-Appointed process shall be implemented by the Election Committee, a special committee subsidiary to the PCCS Board of Directors. The committee shall have a minimum of five members. Of these five, the PCCS administration will have the option to appoint two members, the PSO will have the option to appoint two members, and the Board of Directors will appoint one or more members. If the PCCS administration and/or the PSO have not appointed members 90 days prior to the annual meeting, the Board of Directors may appoint committee members in lieu of the PCCS administration and/or PSO to ensure the Election Committee has at least five members.

The Election Process

New board members are identified through the Parent-Elected process or through the Board-Appointed process implemented by the Election Committee and 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:

- a) Upon scheduling of the annual meeting, the time table for filling upcoming term limit vacancies may be established by the following method and then subsequently published.
- b) For Board-Appointed positions, 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. For the Parent-Elected positions, a date for the initiation of the election cycle shall be set that is equal to the date of the May 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 Board-Appointed positions and to the May meeting for Parent-Elected

Positions. 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 that either the Parent-Elected or Board-Appointed Election process is starting. In the case of a Parent-Elected process, this will include announcing the term(s) that are eligible for election due to the expiration of an existing Parent-Elected term and that candidate application/nominations are being accepted effective on this date. For a Board-Appointed process, the Election Committee 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 effective on this date. Public announcements will be made at least three times between the date the election cycle begins 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 + 29 = 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 or Board-Appointed processes. For 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. An announcement will be made to the school community identifying all certified candidates and providing information about the upcoming election. For the Board-Appointed process, and for purposes of this section, the date on which all Board-Appointed applications are certified is referred to as the "Certification Date."

Parent-Elect process only: **X + 36** = Ballots will be published and distributed.

Parent-Elect process only: **X + 50** = Ballots will be due by 3:30PM. Ballots will be counted per established policy.

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

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

Parent-Elect process only: **X + 52** or sooner = Public announcement of the election results shall be made.

The Parent-Elected Director(s) and 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 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 vacancy of a 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 both the election and the effective date of the vacancy. Any Director is who elected or appointed as a result of the resignation, removal, or otherwise early vacation of a Director shall be elected to fulfill the remainder of the term of the Director that they were elected/appointed to replace.

There are two exceptions to the above timelines and procedures:

- 1) If less than three months are remaining in the term of the Director who is leaving, that Board position may remain vacant until the next annual election cycle as long as the Board maintains the minimum number of Directors required by the PCCS Bylaws.*
- 2) If less than six months remain in the term of a Board-Appointed Director, the President of the Board of Directors may appoint a Director to serve for the duration of the term period. The Board President should appoint the new Director within 90 days of the effective date of the vacancy or the date on which the Director tenders their intent to resign their position.*

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 Parent-Elect Process or Board-Appointment process, the entire process will be restarted from the beginning for any seats that remain vacant. In the case of a vacancy remaining after the Parent-Elected process that occurs prior to the May meeting, the process should be restarted 73 days prior to the annual meeting so that it corresponds with the timeline for the Board-Appointed process. If a Board seat(s) remain vacant at the conclusion of this second Parent-Elect Process, the entire process should be restarted immediately for any seat(s) that remain vacant. If a Board seat(s) remain vacant at the conclusion of the Board-Appointed process, the entire process should be restarted immediately.

3. Election Responsibilities

Each member of the PCCS Board of Directors is encouraged to search for and recruit candidates. Applicants may apply that have not been solicited by the Board.

Election Committee:

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

An "applicant" is someone who has submitted an application to the Election Committee for consideration. A "certified candidate" 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.

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 Election Committee via email or in writing within 24 hours of discovery.

The functions of the Election Committee include:

1. **Announce Open Positions**
2. **Receive applicant documents** - After receiving documents, confirm that the 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 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.

For the Board-Appointed process, if more than one vacancy is being filled, as is typically the case during the annual election/appointment cycle, the Election Committee shall 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 Election 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.

For the Parent-Elect process, if a single vacancy is being filled, 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 representative 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.

4. References — An applicant needs to submit 3 letters of reference.
5. 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.
6. Status changes - The Election Committee is required to report within 24 hours to the Board, via email or in writing, if any applicant withdraws from the process.
7. 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 Policy.
8. Submission of Slate to Board — After certification, the Election Committee gives the certified Board-Appointed candidate names and documents to the Board to begin the interview process. There are no exceptions.
9. Creation of the Ballot — After certification, the Election Committee places the names of the Parent-Elect certified candidates on the election ballot.
10. Distributing the Ballot — Ballots are distributed to the PCCS parent community as stated below. 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.)

11. Certify and Announce Election Results — Announce to the candidates and the Board of Directors the election results.

Interviews and Selection

When possible, interviews from the slate for Board-Appointed positions should be scheduled in one session, with each candidate 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 Ballot Process (Distribution and Receipt)

The process outlined below is the suggested method for distributing 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.

An electronic ballot system (i.e voting website, app, etc.) will be used to conduct the vote. The system selected should belong to a third party and not PCCS. The Election Committee shall seek to ensure that the electronic ballot system used has been determined to be reliable and valid. Additionally, the Election Committee shall ensure that each PCCS family has one vote via the electronic system. The Election Committee will ensure that any PCCS family who requests computer access in order to cast their electronic vote will be provided this on the PCCS campus.

A quorum of the Election Committee must be present to witness the final election results. The results of the electronic ballot system will be tabulated by that system at an open public meeting.

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-Appointed 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 and the “none of the above” option) for the particular vacancy. Additionally, a Parent-Election will be considered to have insufficient support if a candidate does not receive a higher number of votes than the number of votes cast for the “none of the above” option. In the case of an insufficient election or other situations where no candidate is elected, the election process will start anew.

Election Certification and announcements

The election is certified when the quorum of the Election Committee members agree on the reading of the tabulated results from the electronic ballot system.

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

Revised and Readopted: January 28, 2019