



Board of Director's Policy Students 200 Series

Policy # 200.25

Officer Nomination and Election

Purpose

This policy establishes the board's requirements for nominating and electing Board officers, ensuring that all Board members have adequate time to consider candidates prior to the annual election and that the process is transparent and consistent with the Bylaws of Prairie Crossing Charter School.

Scope

This policy applies to the election of all Board officer positions: President, Vice President, Secretary, and Treasurer.

Responsibility

The Governance Committee shall be responsible for facilitating the officer nomination process in addition to its existing responsibilities for director elections under Policy 200.21. If a member of the Governance Committee is a candidate for any officer position in the current election cycle, the committee member shall recuse themselves from the nomination process for that position.

Process and Timeline

Step 1 — Request for Interest (by September 1)

The Governance Committee shall issue a written request for interest to all Board members for the positions of President, Vice President, Secretary, and Treasurer. The request shall include a brief description of each role's responsibilities, expected time commitment, and relevant qualifications. Board members wishing to be considered shall submit the following in writing by September 10:

- a. Brief bio including current board role, tenure, and relevant professional or community background
- b. Relevant experience or skills applicable to the specific officer role sought
- c. Statement of interest describing why they are seeking the role and what they hope to accomplish
- d. Confirmation of availability and acknowledgment of the time commitment the role requires
- e. Disclosure of any conflicts of interest relevant to the role

Submissions shall be compiled by the Governance Committee and distributed to all Board members as part of the September meeting packet alongside the proposed slate.

Step 2 — Slate Development (September Governance Committee Meeting)

The Governance Committee shall compile responses and develop a proposed slate of officers. In developing the slate, the Committee shall consult with outgoing officers on succession considerations and identified skill needs. The Committee shall endeavor to present a candidate for each officer position.

The Governance Committee shall identify a recommended candidate for each position based on the submissions received. The slate document shall disclose all interested candidates for each position alongside the Committee's recommendation, so the full Board has complete information when evaluating candidates. The Governance Committee's recommendation carries no binding weight — the Board votes freely among all eligible candidates at the annual meeting.

Step 3 – Slate Presentation (September Regular Meeting)

The proposed slate shall be presented to the full Board at the regular September meeting and distributed to all Board members in writing as part of the regular meeting packet in accordance with standard board notice practices. Board members may ask questions of nominees at this meeting. The slate shall be noted in the meeting minutes.

Step 4 – Election (October Annual Meeting)

The Board shall vote on the proposed slate at the annual October meeting. Nominations from the floor shall be permitted prior to the vote. Each officer position shall be voted on individually. Election shall be by majority vote of Directors present, provided a quorum exists.

Vacancies

Officer vacancies occurring between annual meetings may be filled by majority vote of the Board at any regular or special meeting. The full nomination process above is not required to fill a mid-year vacancy, though the Board President shall notify all Board members of the vacancy in writing in accordance with standard board notice practices prior to the meeting at which a replacement will be considered.

Recusal

A Board member who is a candidate shall recuse themselves from any vote or facilitation role directly related to their own nomination or election.

Relationship to Bylaws

This policy is adopted pursuant to and consistent with Article VII of the Bylaws of Prairie Crossing Charter School. In the event of any conflict between this policy and the Bylaws, the Bylaws shall control.

Adoption Dates: September 22, 2026