

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0002

Title: **Nomination and Election of the School Board**

Effective Date: March 10, 2011

Submitted By: The Governance Committee

Supersedes Date: June 17, 2010

Approved By: Board of Trustees

Version: 5.0

1 Purpose

- 1.1 The purpose of this policy is to establish the policy and procedure for the nomination and election of school Board Trustees followed by the Benjamin Franklin Classical Charter Public School (BFCCPS) pursuant to Article II of the School Bylaws.

2 Scope

- 2.1 This policy applies to all open positions on the Board of Trustees of BFCCPS. All provisions outlined on the School Bylaws take precedence over this policy.

3 Responsibility

- 3.1 The Benjamin Franklin Classical Charter Public School Board of Trustees is responsible for interpreting and the implementing the provisions of this policy in accordance with the laws, regulations, and rules that govern public entities.

4 Definitions

- 4.1 **Board Size:** The number of elected members is governed by Article II, Section 2.1.1 of the By-laws.
- 4.2 **Length of Term for Trustees:** This is governed by Article II, Section 2.1.4 of the By-laws.
- 4.3 **Nominating Coordinator:** a member of the Board of Trustees who will coordinate the nomination process for Board of Trustee candidates.
- 4.4 **ESE:** Department of Elementary and Secondary Education, the state agency that promulgates and enforces educational policies and issues for grades K-12.

5 Procedure

- 5.1 By January 31st of each year, Trustees whose term will expire at the end of the current school year, and who will be eligible to be re-nominated to serve another term, must declare their intentions in writing to the Board President.

- 5.2 The Board shall select a current Trustee to act as the Nominating Coordinator at the February board meeting. A Trustee serving as the Nominating Coordinator for any year is not eligible for re-nomination to the Board for the following year. The role shall be held until the next Nominating Coordinator is selected.
- 5.3 The Board of Trustees Nominating Coordinator is responsible for:
 - 5.3.1 Maintaining a list of prospective Board members.
 - 5.3.2 The recruitment, collection, review, selection and presentation of prospective new Board members to the Board of Trustees.
- 5.4 Nomination of New Board Members:
 - 5.4.1 By the March Board meeting, the Trustees shall identify any additional skills or expertise that the Board needs for the next school year. The identified skills and expertise will not be mandatory requirements for the selection of new Board members.
 - 5.4.2 The Nominating Coordinator shall solicit nominations to the Board by publicizing a notice using the school's written and electronic communication procedures. The notice will include a description of any particular skills or expertise needed by the Board for the next school year.
 - 5.4.3 Any person may nominate a candidate to the Board. Also, an individual may nominate himself or herself to the Board. The Nominating Coordinator shall notify prospective board members of their nomination.
 - 5.4.4 Prospective Board members do not have to be parents or current members of the school community.
 - 5.4.5 The Nominating Coordinator may request candidates to provide information in support of their candidacy..
 - 5.4.6 By June 1st, the Nominating Coordinator will provide to the Board a list of candidates for the number of openings along with the information submitted by each candidate.
- 5.5 Election of new Board members:
 - 5.5.1 The Board will vote on the list of prospective Board members provided by the Nominating Coordinator at the Annual Board meeting.
 - 5.5.2 A majority vote of the Board of Trustees then in office is required for election of each nominee.

5.5.2.1 The slate of candidates will be listed in alphabetical order on the ballot and will be assigned a number. Each Trustee shall be provided a vote for each open seat. Thus, if there are four open seats on the Board, a Trustee may only vote for four candidates.

5.5.2.2 The Board members shall verbally announce all of their candidate selections, using the candidate's assigned number, when so requested by the President.

5.5.2.3 A Trustee may vote only once for an individual per ballot.

5.5.2.4 Once the entire Board has voted, if more candidates receive a majority vote than open seats, the Board shall repeat the voting process with the candidates who have received at least a majority vote. If the vote continues to offer more candidates than slots after ten ballots conducted pursuant to 5.5.2.2, the President shall randomly select the candidates from those candidates who received a majority vote.

5.5.3 The Clerk will confirm with each new Board member their election to the Board. The Clerk or designee shall also forward the names and all other relevant information to the ESE to obtain approval of the new Trustees.

5.5.4 If a newly elected candidate declines to accept the position, the Nominating Coordinator shall begin immediately to determine additional names for recommendation to the Board for vote at its next regularly scheduled meeting, or as soon after as possible.

5.5.5 The term of new members will commence on July 1st. New Board members will have voting rights after that date provided that ESE has approved them as members of the Board of Trustees.

5.6 Board Vacancies During the School Year

5.6.1 If a Board position becomes vacant during the school year, the Board of Trustees shall decide whether to fill the vacancy or not.

5.6.2 If the Board decides to fill a vacant position during the school year, the Nominating Coordinator will begin immediately to determine additional names for recommendation to the Board for vote at its next regularly scheduled meeting, or as soon after as possible

5.7 Election of Officers to the Board:

5.7.1 The President of the Board shall solicit names to be considered as

Board Officers prior to the Annual meeting.

5.7.2 A majority vote of the Trustees then in office is required for the election of each Board officer.

5.7.3 New officers will be elected after the election of new Board members is completed at the Annual Meeting. The elected officers shall commence their term immediately following the Annual Meeting.

6 Applicable Forms

7 Related Policy & Procedures or Documents

- 7.1 By-laws of the Benjamin Franklin Classical Charter Public School.
- 7.2 General Laws of Massachusetts.