



BOARD OF DIRECTOR ELECTION PROCEDURE

Adopted February 17th 2011

The Board of Directors of the Carbon Valley Academy, a Colorado non-profit corporation and public charter school, adopts the following election procedures as provided in Section 3.1 of the Bylaws.

The corporation is governed by a Board of Directors in part elected by the Parent-Electors. Not more than four Directors are elected by Parent-Electors. The Bylaws shall control in the event of any conflict between the Bylaws and these procedures.

1. *Quorum.* The quorum for a valid election shall be a number of valid votes cast for all candidates equal to or greater than 25% of all the votes that could be cast by Parent-Electors. If a quorum is not achieved, the seat or seats subject to election shall be deemed vacant. The Board may, in its sole discretion, consider the results of an election in which a quorum was not achieved in filling a vacancy.

2. *Election Procedure.*

A. Nominating Committee.

The Board may form a Nominating Committee to encourage individuals to seek election to the Board.

The Nominating Committee members shall be appointed by the Board. The Committee shall be authorized by a Committee Charter Statement approved by the Board.

The Nominating Committee shall be comprised of at least 3 and no more than 5 members. One member shall be a sitting Board Member whose term will not expire until after the new candidates are elected. One member shall be a representative of senior staff of the CVA (Executive Director). One member shall be a parent-elect. Other members may be from the local community, staff, parents or consultants recommended by the Board. The Committee may utilize the resources of the CVA Attorney, although this Attorney is not considered a Committee Member. The Committee may utilize the resources of other Consultants and Advisors, although these individuals are not considered committee Members.

Members of the Nominating Committee or their Consultants and/or Advisors may not be placed on the Final Candidate Slate, nor are they eligible for Write-in Votes.

B. Candidate Slate.

Any individual may declare their candidacy for the Board of Directors

All potential candidates must submit to the CVA Nominating Committee:

- a petition containing the printed name, phone number, address and signatures of 10 parents, who are eligible CVA parent-electors,* Due to potential conflicts of interest, no CVA employees who are also Parent-Electors may sign petitions of candidates. The President and Secretary of the corporation shall verify the authenticity of all signatures submitted to the corporation. A copy of the petition to be used is attached.
- A completed Application. A copy of the Application to be used is attached.
- A 300 word (maximum) Candidate Statement as to why the candidate wants to be on the CVA Board.**
- A two page resume.**

* Parent-Electors shall be determined based on the CVA preK-8 students included in the October count and actually enrolled on April 1st of each election year.

** These will be used by the Nominating Committee, and if the candidate is placed on the Final Candidate Slate, they will be used for distribution to Parent-Electors prior to the Election. The Nominating Committee and Board shall review and approve in their sole discretion the content of all material distributed to the Parent-Electors.

In order to maintain confidentiality of student information, the school office staff shall be responsible for compiling the list of eligible voters and provide the list for use in counting ballots.

Candidates shall submit complete Petitions, Applications, Candidate Statements, and Resumes to the Nominating Committee/Board by the end of April of the year of the election.

The Nominating Committee may interview potential Candidates and review the materials presented and shall prepare a slate of Candidates from petitions received. The Nominating Committee shall cause the background check required by the charter contract to be completed.

The Nominating Committee may select one Candidate for each open Board position from the general public who has not provided the required Petition or Application. This is to allow community members who may not be able to acquire the required 10 signatures, but who would bring needed skills and experience to the Board to be included on the ballot.

The Final Slate of Candidate shall contain no more than five Candidates for each open Board seat.

Selections of candidates for the Final Slate of Candidates shall be as determined by the Nominating Committee and as approved by the Board.

If the number of Candidates is equal to or fewer than the number of seats available the Board, at its discretion, may declare the seats filled without the need for an election.

The Nominating Committee shall compile the Candidate Statements and Resumes for distribution to the Parent-Electors. Candidate Statements and Resumes shall be distributed as determined by the Board. The board shall distribute English versions of all Candidate Statements and Resumes. Spanish versions of all Candidate Statements and Resumes shall be made available upon request.

The Nominating Committee may, at their discretion, host a Meet the Candidates Event at the CVA prior to the Election.

C. Voting.

The Board shall select two consecutive days in the last two weeks of May to be the election days.

A notice of the election will be mailed to each household of record by April 1st indicating the days the election is to be held, where ballots may be dropped off, and the candidate procedures.

Parents and/or legal guardians of eligible children shall vote for Directors from the Final Candidate Slate by written ballot.

Ballots shall be available for Parent-Electors upon distribution of the Final Candidate Slate, one ballot for each child enrolled.

Parent-Electors may cast their ballots from 9:00 a.m. to 5:00 p.m. on the two election days. Only ballots received by 5:00 p.m. on the second election day shall be counted.

Each ballot shall provide for one vote for each Director to be elected. Cumulative voting is not allowed. The candidate receiving the greatest number of votes of a quorum is elected to the Board of Directors.

Write in ballots for candidates not on the approved slate are not acceptable and will not be counted.

If multiple ballots are received representing the same student only the ballot from the legal guardian (the person noted as such on the student's enrollment application) will be counted.

Ballots that have more than one vote per open Board seat shall be discarded.

All Ballots shall be counted by the Nominating Committee and verified by the Secretary and President of the CVA Board. All Election results are final.

In years where two or more Directors are to be elected, the second Director is determined by the remaining candidate receiving the greatest number of votes.

In the event of a tie between the most votes received or the second most votes received, the result will be determined by a coin toss as called by the President of the Board. If the President of the Board is involved in the decision then the toss will be called by the Vice President, and so on through the Secretary and Treasurer.

Results shall be posted at the Carbon Valley Academy and may be posted on the CVA web site.

Newly elected Board Directors shall be inducted at the first meeting of the Board following the Election. After a new member is seated, the Board President or designee will ensure that new members receive orientation and initial training before the next regularly scheduled Board meeting.

D. Vacancy.

If for any reason a position on the Board of Directors is not filled by following the procedures herein, the Director position shall be filled as a vacant position under the Bylaws.

E. Term

All Elected Directors shall serve four-year terms.

These Board of Director Election Procedures are adopted by the Board of Directors of Carbon Valley Academy.

Dated:

/s/

The undersigned, as Secretary of the Corporation, certifies that the foregoing is a true and correct copy of the Board of Director Election Procedures adopted by the Corporation.

ATTEST:

/s/



**Application Form
Nomination to be on the Ballot for Election to the
Carbon Valley Academy Board of Director**

| |
|---|
| <p>Name:</p> <p>Address:</p> <p>Email address:</p> <p>Day Time Phone:</p> <p>Evening Phone:</p> <p>Recent Job Position(s) and/or Volunteer Work:</p> |
|---|

| |
|--|
| <p>By signing below, I understand that my answers on this application will be made public to any interested parent or staff member of the Carbon Valley Academy. I also understand that an election nominating committee may ask to interview me in order to better determine if my background, qualifications, and commitment are those which are necessary to be on the Board at this time.</p> <p>Signature:</p> <p>Date:</p> |
|--|

Applicants shall submit a completed and valid Petition as required by the CVA Election Procedure.

Applicants shall submit a 300-word statement to be considered by the Nominating Committee. This statement will be available to the Parent Electors for candidates on the Final Slate.

Applicants shall submit a 2 (maximum) page resume / CV.

Please respond to the following questions. Use extra Paper if required.

1. Why do you want to serve on the Board of Directors of Carbon Valley Academy?

2. What background, experiences, expertise, or special skills do you bring which would help you contribute to the Board's work?

2A. Please identify your Education Experience and highest grade / diploma / degree.

2B. Have you served on any other Boards / Commissions / Committees? Please describe.

2C. Please describe any experience you have in the Education / Management Fields.

2D. Please describe any experience you have in a Business environment.

2E. How many, if any, children do you have at CVA and what are their ages and grades?

2F. Please describe any Fundraising Leadership experience you have.

3. Describe your knowledge of the Carver Policy Governance model.

4. What else would you like the parents and staff of Carbon Valley Academy know about you and the kind of board member you would be?

***Please Return Completed Form to JaNean Davis via the front desk at
Carbon Valley Academy.
Application is due by 3:00 PM, April 29, 2011***