

## **SSEF Board of Director and Committee Chair Election Guidelines & Procedures**

### **Introduction**

The purpose of this Policy is to establish guidelines for conducting the annual election of Directors in accordance with Article 4 , Section 4.2 of the Sarah Smith Education Foundation (SSEF) Bylaws. This policy shall also provide guidance for the selection and term of service of SSEF Committee Chair positions, in accordance with Article 4, Section 4.8 of SSEF Bylaws. In the event of a direct conflict between these guidelines and procedures and the provisions of the SSEF Bylaws, provisions of the Bylaws will be controlling.

### **Terms and Election Cycle**

#### **Board of Director Positions**

- Except as set forth below, all Director positions shall have a two-year term.
- After serving on the Board for two consecutive terms, a former Board member must wait two years before running for an open position.
- All positions, other than Administration Liaison (to be held by current school principal) shall be elected at-large.
- Term limits are not applicable to the Administration Liaison position.
- The Board will strive to maintain balance in the number of Director positions up for election in any given year. At-large board positions should come up for election on a staggered cycle so that approximately half the Board is up for election or re-election in any given year.

#### **Committee Chair Positions (Including Advisory)**

- SSEF Committees and Chairs of said Committees are created by the affirmative vote of a majority the SSEF Board of Directors.
- Except as set forth below, all Committee Chair Positions shall have a one-year term.
  - The PTA Liaison position will be held by the current PTA co-presidents.
  - The Instructional Specialist position will have no term limit and is held by the school's current Instructional Specialist.
- The faculty liaison position is nominated annually by majority vote of SRS Faculty, with approval of the school Principal. The position shall have a one- year term, running from September to September, and shall have a two-term limit.
  - After serving for two terms, a Sarah Smith faculty member must wait one year before running again for the faculty liaison position.

### **Election Frequency and Timing**

Consistent with the timing of the annual PTA nominating process, the SSEF will collaborate with the PTA in selecting and engaging a joint nominating committee each year, which will be charged with identifying candidates for open SSEF at-large board positions and key Committee Chair fundraising positions.

Elections will be held on an annual basis at a special election meeting (the “Election Meeting”) of the SSEF to take place during the April SSEF Board of Directors meeting.

### **Announcement of Election**

- 60 days prior to the Election Meeting, Sarah Smith Nominating Committee will issue a written notice of the forthcoming elections. The announcement shall list open at-large Foundation Director positions as well as Committee Chair positions and it shall include necessary qualifications for such positions. The notice shall be made to the Sarah Smith community in a manner likely to reach the school parents , teachers, staff and general Sarah Smith community. The announcement should also include the election schedule and the deadline for receipt of required materials.

### **Nominations**

- Nominations will be accepted by the Sarah Smith Nominating Committee from the date of the election announcement up to fourteen (14) days prior to the Election Meeting.
- In considering nominees, the Sarah Smith Nominating Committee and the SSEF Board shall be mindful of the diversity and balance necessary for the SSEF to meet its goals.
- Ideal candidates will have prior experience with the SSEF, will have contributed to the strength and vitality of Sarah Smith Elementary school in a significant way, and will have a strong relationship with members of PTA leadership, school administration and the immediate SRS Community.
- If the Board does not have at least one qualified nominee for each open position at least fourteen (14) days prior to the Election Meeting, then the Board may postpone elections for an additional thirty (30) days during which time the Board will attempt to develop nominees for the position(s).

### **Election Procedures**

- The current SSEF Chairman will preside over election procedures.
- Any member of the Board of Directors that is not able to attend the Election Meeting may give his/her proxy to another member of the Board of Directors.
- SSEF Directors are the only people to vote in board elections.
- Voting will occur as defined by SSEF Bylaws, and all votes are to be kept in strict confidence.
- Terms for newly elected Board members start on May 1. The first monthly board meeting held following the Election Meeting will include both incoming and outgoing board members.

### **Special Election**

- The Board may elect to hold a special election to fill the remaining term of a Board member(s) who resigns or otherwise leaves the Board before the expiration of his or her term. The remaining term of the position filled in the special election will not be applied to the calculation of any future term limits.
- In the event of a special election, the election procedures, announcement procedures and nomination procedures outlined above shall apply.

### **Officer Positions**

The Board shall elect open officer positions (as defined in Article 5 of SSEF Bylaws) during the first regularly scheduled Board meeting following the Election Meeting.