

**Banning Lewis Ranch Academy (BLRA)
Subcommittee and Sanctioned Organization Elected and Appointed
Position Eligibility Policy**

Purpose and Scope: This policy addresses the eligibility of individuals to serve in elected or appointed positions within or under subcommittees or organizations sanctioned by, sponsored by, authorized by, or representing the Banning Lewis Ranch Academy Board of Directors (BOD), including but not limited to the Parent Teacher Organization (PTO) and the Stallions Booster Club (SBC), and Board Subcommittee. In the event of a conflict between this policy and currently approved organizational bylaws the more restrictive of the two directives shall apply.

1.0 Conflict of Interest

- 1.1 The ultimate goal of the BOD is to create a governance environment within the school that address the needs of the school and is also representative of the school's diversity. Additionally, the BOD wishes to avoid any conflict of interest within the governance structure.
- 1.2 For the purpose of this policy the following definitions shall apply:
 - 1.2.1 Close family relationship
 - 1.2.1.1 Spouse, mother, father, mother-in-law, father-in-law, daughter, son, sister, brother, sister-in-law, brother-in-law, aunt, uncle, niece or nephew
 - 1.2.1.2 Those with a close family relationship may participate as committee members or maintain organization memberships, but may not hold an executive/officer positions on any committee or organization
 - 1.2.2 Employee of the school management company
 - 1.2.2.1 Any person who has been considered a permanent payroll employee of the school management company during the current school year
 - 1.2.2.1.1 Temporary employees such as short term substitutes and coaches are not considered permanent payroll employees
 - 1.2.2.1.2 If required the Board of Directors will make a determination of employee status with input from the management company. The Board of Directors decision is final.
 - 1.2.3 Employee of the Banning Lewis Ranch Management Company
 - 1.2.3.1 Any person who receives or has received compensation from the Banning Lewis Ranch Management Company during the current school year
 - 1.2.4 Employee of the Banning Lewis Ranch Metropolitan District
 - 1.2.4.1 Any person who receives or has received compensation from the Banning Lewis Ranch Metropolitan

District during the current school year

- 1.3 BOD Membership Conflicts
 - 1.3.1 Individuals currently elected or appointed to the BOD may not serve in an elected or appointed position within or under any organization falling under the scope of this policy
 - 1.3.2 Individuals considered to have a close family relationship with currently elected or appointed BOD members are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy
- 1.4 Employment Conflicts
 - 1.4.1 Individuals defined as an employee of the school management company are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy
 - 1.4.2 Individuals considered to have a close family relationship with employees of the school management company are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy, except as noted above in Section 1.2.1.2.
 - 1.4.3 Individuals defined as an employee of the Banning Lewis Ranch Management Company are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy
 - 1.4.4 Individuals considered to have a close family relationship with employees of the Banning Lewis Ranch Management Company are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy, except as noted above Section 1.2.1.2.
 - 1.4.5 Individuals defined as an employee of the Banning Lewis Ranch Metropolitan District are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy
 - 1.4.6 Individuals considered to have a close family relationship with employees of the Banning Lewis Ranch Metropolitan District are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy, except as noted above Section 1.2.1.2.
- 1.5 Organizational Conflicts
 - 1.5.1 Individuals may not concurrently hold more than one elected or appointed position within or under any organization falling under the scope of this policy
 - 1.5.2 Individuals considered to have a close family relationship with currently elected or appointed members of organizations falling under the scope of this policy are ineligible to serve in an elected or

appointed position within or under any organization falling under the scope of this policy, except as noted above Section 1.2.1.2.

2.0 General Eligibility Requirements

- 2.1 Individuals who have previously been convicted of a felony are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy
- 2.2 Individuals who have previously been convicted of domestic violence are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy
- 2.3 Individuals who have previously been convicted of any crime whose punishment involved restrictions on access to or involvement with minors are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy
- 2.4 Individuals who have been involved in any adjudicated documented incident that disrupted instruction at BLRA or any other school are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy
- 2.5 Individuals who have been involved in any adjudicated document incident concerning threats to directors, staff, or students of BLRA or any other school are ineligible to serve in an elected or appointed position within or under any organization falling under the scope of this policy
- 2.6 Individuals elected or appointed to a position within or under any organization falling under the scope of this policy must pass a background check within thirty days of election or appointment. The expense of the background check will be the responsibility of the respective organization.

3.0 Change in Status of Elected or Appointed Individual

- 3.1 At such time that a status change occurs resulting in an individual's election or appointment becoming noncompliant with Section 2 that individual must resign their position within twenty-four hours
- 3.2 Individuals who have been involved in any adjudicated documented incident concerning violations of BLRA rules or policies must receive BOD approval prior to being nominated for any elected or appointed position within or under any organization falling under the scope of this policy. Standing elected or appointed members must disclose such incidents to Board of Directors within 24 hours of occurrence, who will then determine eligibility or cause for removal.

4.0 Compliance Resolution

- 4.1 The BOD has final authority concerning eligibility of elected and appointed positions
- 4.2 The BOD reserves the right to immediately remove, by a simple majority vote, any elected or appointed individual deemed at the sole discretion of the BOD to be non-compliant with this policy
- 4.3 The BOD reserves the right to immediately remove, by a unanimous vote, any elected or appointed individual whose actions are deemed, at the sole

discretion of the BOD, to be detrimental to the school environment or the school image

5.0 Policy Requirements for Currently Elected or Appointed Individuals

- 5.1 At the time of BOD adoption of this policy; individuals whose election or appointment, to include interim elections or appointments, are in noncompliance with Section 1 may complete their currently elected or appointed term and may be reelected or reappointed to the same elected or appointed position. Once, an individual relinquishes the current position due to resignation or failure to be reelected or appointed any subsequent election or appointment of the individual is subject to the requirements outlined in Section 1.
- 5.2 At the time of BOD adoption of this policy; individuals whose election or appointment is in noncompliance with Section 2 must resign their position within twenty-four hours

Adopted: June 16, 2009

Revised:

Revision 1 September 21, 2010

- Policy updated to allow temporary employees such as short term substitutes and coaches to serve in elected and appointed positions
- Policy title updated to meet naming standard

Revision2; Discussion May, 2022, Approved June, 2022

- Added language to specify Board subcommittees in title description, and updated title
- Added language to allow those with close family relationships to serve as a committee or organizational members, but not in executive/officer positions. This is consistent with Section 1.3 and is carried throughout the policy.
- Policy updated to move existing provisions of non-eligibility factors to a more applicable Section 3 and provide clarity of disclosure for eligibility or removal.