



Banning Lewis Academy

Board of Directors (BOD) Election and Appointment Procedures

Purpose and Scope: The Banning Lewis Academy (BLA) BOD Election and Appointment procedure is intended to provide documented guidelines to the BOD and/or BOD Election and Appointment Committee for the process by which to fill elected and appointed director seat(s) whose natural terms are expiring in June of that school year, and for any vacancies that occur.

Distribution: This procedure shall be available for public viewing via the BLRA BOD website <https://blracademy.org/school-board/>

Procedure Compliance: BOD Election and Appointment procedures will comply with:

BRLA Bylaws:

https://blr.accelschoolsnetwork.com/wp-content/uploads/sites/64/2016/05/BLRABODPOL_ByLaws_Rev1-1.pdf

Article II – Board of Directors – Officers, sections 2.2 and 2.4

Article VII – Elections, sections 7.1 through 7.4

Charter School Contract with D49:

<https://blr.accelschoolsnetwork.com/wp-content/uploads/sites/64/2016/05/SchoolBoardChartContractwithD49-compressed.pdf>

Paragraph – 8.0 – Governance and Operation

Paragraph – 8.1 – Conflict of Interest

Initial Notice: Beginning in January notices shall be posted in the weekly newsletter and in the same area as BOD meeting notices informing parents/guardians of upcoming vacant seat(s) that can be filled via election and/or appointment. The notice shall provide a brief description of the requirements for membership on the board set forth in the BLRA Bylaws. The notice shall state that anyone wishing to run for the board must sign the BLRA BOD Board Member Agreement prior to their term beginning (July 1). A link to the Board Member Agreement will be included in the notice.

Additional Notices: Weekly prior to the annual election and/or appointment periods, a notice of the upcoming board election and appointment procedure shall be included in the weekly newsletters and other forms of electronic/written means as determined by the BOD's Election and Appointment Committee to the parents/guardians of students. The notices shall set forth: (i) the seats that are up for election and/or appointment; (ii) the deadline for submission of candidate applications which shall be no less than three weeks prior to the election or appointment period start; (iii) the date of the BOD meeting when results will be decided and announced; and (iv) that all board members are required to sign BLRA BOD Board Member Agreement prior to their term beginning.

Elected Candidate Application Submittal: Three weeks prior to the BOD meeting when election results will be announced (typically April's meeting), election candidates shall submit their candidate application ready

to be copied for distribution to eligible voters. Prior to submitting their candidate application all candidates shall have read the BLRA Bylaws, the Charter Contract and amendment, and the BLRA Board Member Agreement and be prepared to sign the agreement if elected or appointed.

Elected Candidate Application/Voting Information Distribution: Two weeks prior to the annual voting period information regarding how to vote shall be distributed. The preferable method of notification would be through the weekly newsletter. The information shall include: (i) a copy of the candidate application of each board candidate; and (ii) a letter from the board setting forth the voting period, information about the BOD meeting when results will be announced, and who is eligible to vote.

Candidate Campaigning: The BOD will determine any rules to assure that campaigning does not interfere with the education of students or ordinary operation of the school.

Voter eligibility: Only parents/guardians of students at BLRA, shall be allowed to vote for members of the BOD. Each parent or legal guardian shall have one vote for each director position up for election.

Voting: Ballots will be distributed for printing by parents/guardians and printed ballots will also be available at voting locations. The Elected and Appointment Committee will determine specific vote drop-off, validation and handling procedures. Each parent/guardian is allowed one vote and must follow the procedures for voting set by the BOD from year to year. All votes must be submitted during the voting period. Votes will be certified at the advertised BOD meeting. There will be no proxy voting. In accordance with paragraph 7.3 of the BOD Bylaws "If, for any reason, the number of candidates running for office is less than or equal to the number of openings on the Board, all nominees **may** be deemed elected."

Ballot counting: Ballots will be counted at the advertised BOD meeting. For each ballot, the signature portion will be checked against a roster of eligible voters. The signature sections will be removed, and the ballot and signature portions will be placed in separate piles. Once all ballots have been separated from signatures, the ballots will be opened and the votes will be tallied. The candidates receiving the most votes cast shall be elected to the open positions. Ties shall be resolved by a vote of eligible parents/guardians present during the BOD meeting where votes are tallied.

Appointed Candidate Letter: After Elected Board member results are announced, the Board will seek applications to fill any open Appointed Board member positions. Applicants will self-nominate using the same application, the "Banning Lewis Ranch Academy (BLRA) Board of Directors Application for Election Candidacy or Appointment." Applications will be submitted to the board no later than the closing date in the notifications, and in the manner prescribed (e.g., email and/or hardcopy as determined by the BOD).

Appointed Candidate Selection Process: The Election and Appointment Committee will evaluate nomination packages and conduct interviews with appointment applicants. The Election and Appointment Committee will determine the skill sets required to complement the current board members and use that criteria to assist in the selection process. At the scheduled board meeting (typically May), the Board will discuss nominations and vote on the members to be appointed.

BOD Member Announcements: Following election and appointment processes, the BOD will annotate results in applicable board meeting minutes, notify the community of new Board members via weekly newsletters and paper and/or electronic means.

Training: All members elected or appointed to the BOD will complete appropriate training. Members who are elected or appointed in the middle of the school year will have 90 days to complete their training.

Failure to do this may delay service to the BOD until completed.

Vacancies: In the event of a vacancy, the BOD will determine how and when to fill the vacancy, consistent with paragraph 2.4 in the BLRA BOD Bylaws. The BOD will apply the above procedures to fill the vacant seat, and will adjust any timelines as appropriate.

Adopted: March 21, 2023

- Election Policy - adopted 21 June 2016 and last revised 1 December 2021
- Appointment Policy – adopted 19 August 2008 and last revised June 2022

Summary of Changes to BLRA BOD Election and Appointment Policies

1. The separate Election and Appointment Policies have been replaced by the BOD Election and Appointment Procedure.
 - a. Provides a single document outlining how BOD seats are filled
 - b. Provides flexibility to the BLRA BOD and/or Election and Appointment Subcommittee
2. Procedure purpose and scope changed in full
3. Added distribution location to procedures
4. Added procedure compliance with BLRA Bylaws and Charter School Contract with D49 with links in place of the previous copy/paste
5. Procedure broken into the following categories:
 - a. Initial Notice
 - b. Additional Notices
 - c. Elected Candidate Letter Submittal
 - d. Elected Candidate Letter/Voting Information Distribution
 - e. Candidate Campaigning
 - f. Voter eligibility
 - g. Voting
 - h. Ballot Counting
 - i. Appointed Candidate Letter
 - j. Appointed Candidate Selection Process
 - k. BOD member announcements
 - l. Training
 - m. Vacancies
6. Previous Election policy and New BOD Election and Appointment Procedure crosswalk
 - a. Election Day – Found in Initial Notice/Additional Notice, and Candidate Letter/Voting Information Distribution paragraphs
 - b. Election Committee – BLRA BOD creation of an election committee is outlined in BLRA BOD Bylaws paragraph 7.1
 - c. Board Eligibility – BLRA BOD eligibility is outlined in BLRA BOD Bylaws paragraph 7.3
 - i. Additional information on eligibility located in the Initial Notice, Additional Notices and Candidate Letter/Voting Information Distribution paragraphs
 - d. Board Election Procedure Notice - Found in the Voting paragraph
 - e. Applications for election candidacy or Appointment for a Board Position– Found in the Candidate Letter Submittal paragraph
 - f. Election voting – Found in the Voting Paragraph
 - g. Voting Information Distribution – Found in the Candidate Letter/Voting Information Distribution paragraph

- h. Election Votes Cast – Found in Voting and BOD Meeting announcement paragraphs
- i. Voting Procedures – Found in Voting and BOD Meeting announcement paragraphs
- 7. Previous Appointment policy and New BOD Election and Appointment Procedure crosswalk
 - a. Board Eligibility – BLRA BOD eligibility is outlined in BLRA BOD Bylaws and Charter School Contract with D49
 - i. Additional information on eligibility located in the Initial Notice, Additional Notices and Candidate Letter/Voting Information Distribution paragraphs
 - b. Board Eligibility – BLRA BOD eligibility is outlined in BLRA BOD Bylaws paragraph 7.3
 - i. Additional information on eligibility located in the Initial Notice, Additional Notices and Candidate Letter/Voting Information Distribution paragraphs
 - c. Board Job Description and Expectations – Found in Initial Notice/Additional Notice paragraphs
 - d. Board Application Procedure – Found in the Candidate Letter Submittal paragraph
 - e. Board Appointment to a Board Position – Found in the Appointed Candidate Selection Process paragraph
 - f. Appointment Selection Process – Found in the Appointed Candidate Selection Process paragraph
 - g. Appointments – Found in the Appointed Candidate Selection Process paragraph
 - h. Appointment Results – Found in the BOD Member Announcements