

<p>Bridges Charter School</p> 	<p>Administrative Regulation (AR)</p> <p><b>Board of Trustees Elections</b></p>	
<p>AR Number:</p> <p><b>AR 9221(a)</b></p>	<p>Adopted:</p> <p><b>3/13/17</b></p>	<p>Revised:</p>

In January-February of each school year, an election committee chaired by a board member will

- determine how many seats will be vacated
- review procedures to ensure continuity and adherence to policy
- recommend updates to policies, charter, bylaws, or administrative regulations as needed

The election committee will consist of the board member who heads the committee, the Board President, two staff members, and two parents.

In March, the committee will advertise open seats on the board to the Bridges community via email blast and school website, as well as actively recruit potential candidates as needed, based on the number of vacancies and the needs of the Board for balance and cohesiveness.

During March and April, potential candidates may download the candidate questionnaire and return it electronically to the Office Manager and Election Committee Chairperson. After expressing interest in running for the board, each candidate will meet with at least two members of the election committee to learn more about the time commitment and responsibilities of the board position.

At the April board meeting, the Election Committee Chairperson will report on whether there are enough qualified candidates to fill the open seats, so that stakeholders may continue to recruit for new board members over the coming weeks as needed.

By May 1<sup>st</sup>, candidates will electronically submit to the Office Manager and Election Committee Chairperson:

- a completed questionnaire;
- agreement to abide by the Code of Fair Campaign Practices (Elections Code 20440)
- a written statement of no more than 200 words, to be printed on ballots.

In mid-late May each year, candidates will introduce themselves by speaking no more than 5 minutes to the community at Open House and explaining why they want to serve on the Board of Trustees. The questionnaire, resume (if submitted), and 200 word statement will be available at Open House and throughout the voting period for stakeholders to read about the candidates before voting.

After candidates are introduced, voting will begin at Open House. Each family with a child attending Bridges is allowed one vote. Employees of the school may vote only if they have a child who attends the school.

For the remainder of the school week during which Open House is held, parents may request a ballot in person from the Office Manager. Voting will close at 4 p.m. Friday after Open House.

The Office Manager shall:

- keep a record of families who have voted, to prevent multiple votes per family
- keep completed ballots in a locked box in the school office for the week of voting
- deliver ballots to Business Service Office at the Ventura County Office of Education for counting after the voting period has ended

VCOE will notify the Board President of election results within a week of the end of the voting period, after which candidates will be personally notified by the Board of the results. Once candidates are notified, an announcement will be sent out via email or automated phone message to the entire Bridges community about the results of the election.

Outgoing board members serve through June 30 of their term; new board members begin their term on July 1. New board members shall immediately:

- fill out Form 700 conflict of interest form and submit to the Office Manager
- obtain a board meeting calendar and rsvp to the Board Retreat held in August