

DaVinci Academy of Science and The Arts

Policy Number: 004

Policy Section: 000 –

POLICY TITLE: Board Election Process

Revision History

Effective Date	Action Date	Revised
October 12, 2004	New Policy	New Policy
January 2, 2019	Revised Policy	Revised Policy

Board Election Process
Effective Date: 1/2/2019

1. PURPOSE, PHILOSOPHY AND EXPECTATIONS

1.1 The Board's membership and election process are governed by the bylaws of the DaVinci Academy. The concept is to provide for representation from the community-at large and parents of students enrolled at the DaVinci Academy. The board seeks to represent the community and the parents in all decisions. While decisions may be popular or unpopular, the charter, with its approved mission and functions, guide the board. The goal is quality education and promoting a world class institution of learning and preparation of future leaders and good citizens.

1.2 Board members are expected to attend at least 8 board meetings per year and willingly contribute approximately 8 hours of volunteer service each month. Board members are expected to help with development. That is the nature of being a board member at DaVinci and most functioning non-profit boards. Board members are expected to make these contributions without any expectations of reward other than personal satisfaction for a job well done. This is a hard-working, dedicated board.

2. POLICY

2.1 Annual elections of board members shall take place as contained in the by-laws. The requirement is that 50 percent of the board will be from members at-large drawn from citizens in the communities, which may support the school and 50 percent to be elected from parents of students enrolled at Davinci Academy. To achieve 50 percent means that the board have an even number of members representing the parents and community at-large.

2.2 To assure board continuity, half of the board is subject to appointment/reappointment or election/re-election every year. Terms expire at the end of the two-year cycle at the Annual Board meeting.

a. In the event a person was elected to the board whose child has graduated or separated from DaVinci, that member may continue to serve until the end of their scheduled term. The individual may be reappointed by majority

vote to fill a community position if their continued service contributes to the mission and function of DaVinci and their prior board service warrants reappointment to a vacant community position, subject to bylaw term limits.

2.3 Qualification of board nominees, either through appointment or election requires that the nominee must be familiar with the Articles of Incorporation, the bylaws, must have submitted a brief written biography along with a written statement declaring why the candidate wants to be a board member and comply with the election committee requirements. Terms start when seated to the board.

3. PROCEDURE

The board determines each December if there are any vacancies and the category, which will need to be filled at the annual election for the upcoming school year. The board will announce the vacancies in writing in time for the parents of enrolled students to meet qualification deadlines.

3.1 Appointment of community board member nomination process:

Board members nominate qualified community members to serve as community board members. All community board nominees must be qualified as stated in 2.3 of this policy. Once qualified, a simple majority is required to add or seat a community nominee during the annual board election according to the bylaws.

3.2 Election

- a. A qualified parent must get a petition signed by at least 100 signatures of the parents of enrolled students, complete all other qualifications, paragraph 2.3 to have his or her name placed on the Da Vinci Election ballot. The election will be held after February and before the annual board meeting.
- b. Election ballots will be available in the school administration office or online one week before the annual meeting until the day before the annual board meeting. The voting will be by secret written or online ballot. Completed ballots mailed or hand carried in must be received on or before the date of the annual meeting. Those individuals who receive the most votes will fill the number of board vacancies.
- c. Example: If four parents run to fill two vacancies, the two with the most votes will fill the vacancies.

4. TERMS OF OFFICE

4.1 Board members serve for two years and may serve no longer than permitted in the bylaws, which is three consecutive terms. Incumbents can run for reelection if no other candidate applies. Otherwise, incumbents must wait one school year before reapplying.

4.2 Vacancies shall filled according to section 4.9.4 of the bylaws. All appointees must still be qualified according to section 2.3 of this policy. Board members appointed under those conditions would serve the remaining term of the person who left the board. Appointments must abide by the 50/50 rule regarding community and parent membership.

5. BOARD MEMBERSHIP

5.1 All newly appointed or reappointed members and those individuals elected will become board members effective at the annual membership meeting and their two year term appoints begin immediately, providing their required background checks have been satisfied. The board may, at its discretion and by an approved motion, seat the new member pending completion of all of the qualifications needed per section 2.3 of this policy.

6 POLICY REVIEW

6.1 To ensure that policies are updated to meet changing conditions and to be consistent with legal requirements, all policies will be subject to periodic review and revision.

6.2 The school board secretary or designees will be responsible for initiating policy review, and revision, which will be carried out administratively, or with the assistance of special committees or school staff, as appropriate.

6.3 All proposed revisions and amendments to existing policy shall be placed on the Board's agenda for action.

6.4 All policy manuals and the DaVinci Internet policy site will be updated following the Board's approval of revisions or amendments.

7. POLICY TRAINING

7.1 It is the responsibility of the school administration to ensure their staff's familiarity with policy and to annually review DaVinci policies.

7.2 All employees newly hired by the DaVinci shall complete an online employee orientation within their first year of employment in which they will receive training on all DaVinci policy and procedure.