

There is a value to diversity on the Board and the participation of members from a broad range of the community will be encouraged.

1. Board Membership

- a. The Board shall consist of five members of the Guffey Community Charter School community as defined in the By-Laws (Members), who are 18 years of age or older.
- b. The Administrator may not be a member of the Board.
- c. All prospective GCCS Board members will declare their intentions, in writing, to run for office at least thirty days prior to the election by means of a Letter of Intent addressed to Board President, c/o GCCS.
- d. Prospective Board members shall meet with a Board member prior to the election in order to familiarize themselves with Carver Policy Governance, and will then sign and agree to the following statement:

“I affirm that I understand and support the Governance Policies of the Guffey Community Charter School.

I understand that the Guffey Community Charter School is governed through the Carver Policy Governance Model. I support the Carver Policy Governance Process and commit to training in its implementation.

I affirm that I have read and understand the policies of the Board as they relate to Board duties and responsibilities.”

- e. The term of Board membership shall be two years, with no limitation of the number of terms that may be served. Seats are arbitrarily numbered from one to five, with even numbered seats up for election in even years, and odd numbered seats up for election in odd years.
- f. If a seat becomes vacant during the term of office, the Board may, but is not required to, appoint an eligible Member to fill that seat for the duration of the term.
- g. At the regular meeting following the election, the Board shall elect its officers from the members. The offices of President and Secretary shall be filled.

Policy Number: GP-14
Policy Type: Governance Process
Policy Title: Policy for Board Membership

2. Elections

- a. An election will be held on the third Wednesday of April each year, except as noted below.
- b. First Notice of the election will be posted at the School, and at any other places the Board may direct, no less than 60 days prior to the election. The Board President shall be responsible for posting the First Notice.
- c. Eligible electors consist of all Members who are 18 years of age or older.
- d. The Board shall appoint an unbiased election official to conduct the election. The responsibilities of the election official shall include:
 1. Posting Second Notice of the election at the School, and at any other places the Board may direct, including the election date, time, location, and candidates, no less than 25 days before the election.
 2. Preparing the ballots in cooperation with the Board, and maintaining their physical security before and during the election.
 3. Maintaining a sign-in list containing the name and physical address of each voter. The sign-in list will define voter eligibility requirements, and each voter will be required to provide a signature attesting to their eligibility.
 4. Ensuring that each voter submits no more than one ballot.
 5. Determining if a voter is eligible to cast a vote.
 6. Maintaining the physical security of the ballot box.
 7. Counting the votes and announcing the winners.
- e. If there are no contested seats, the results shall be declared in favor of the uncontested candidates, and the election shall be canceled.
- f. If there are more candidates than contested seats, the seats shall be awarded to the candidates based on the votes each receives, with the first seat awarded to the candidate receiving the most votes, the next seat to the candidate with the next largest vote count, until all seats are filled. In the case of a tie, the winner will be determined by means of a coin toss.
- g. All ballots must be cast in person during election hours.

Monitoring Method: Board Self-Assessment

Adopted/Revised:

May 9, 2012