



CMP GOVERNING BOARD

PARENT REPRESENTATIVE ELECTIONS POLICY

~~As provided in the current Bylaws, T~~he California Montessori Project (CMP) Governing Board ~~Bylaws provide for~~ ~~includes~~ up to four (4) Parent Representatives, no more than one per charter. Elections for the ~~Parent Representative Board seats~~ ~~se positions~~ will proceed as follows:

Schedule

Each fall, the Governing Board shall ~~identify determine whether (1) any elected the Parent Representative Board members will be completing their term(s) seats that will be expiring at the end of the school year, and/or (2) any elected Board positions are currently open and shall schedule these seats to be included in the elections process in the spring.~~ If so, elections for any anticipated vacancies shall be scheduled for the following spring. Elections shall follow the general framework as outlined below (all dates are approximate):

- January 1: Distribute informational materials to parents/guardians regarding Governing Board role, duties, and election process;
- February 1: Call for candidates; make application forms and candidate statement forms available;
- March 1: Deadline for candidacy applications;
- March 15: Deadline for candidate statements;
- April 1: Candidate statements distributed and posted; ballots and ballot instructions distributed;
- April 15-May 1: ~~Voting (b~~Ballots submitted at campuses or by mail); Deadline for submission of ballots;
- ~~May 1:~~ Ballots tallied and the names of the candidates with the most votes forwarded to the Governing Board;
- June 1: ~~Board Meeting:~~ The Governing Board shall seat the elected candidates. Seating of nominee agendized for potential action, and results announced

Candidacy Applications

All ~~potential~~ candidates shall submit a Candidacy Application, which will be provided by the Governing Board Secretary.

Candidate Statements

A ~~Candidate~~ candidate is required to provide a Candidate Statement, in 200 words or less, stating why they want to serve on the CMP Governing Board. Candidate Statements shall also include skills, experience, and/or particular interests the candidate would bring to the Board. All candidate statements will be distributed to all ~~voters~~ parents/guardians in the CMP Network.

Submission

Candida~~cy~~ Applications and Candidate Statement forms shall be made available at each campus office, on the CMP website, and/or via CMP's electronic communication system. Completed Candidacy Applications and Candidate statement forms shall be ~~received at each~~

~~campus office and forwarded to the Governing Board Secretary. Applications and statements may also be mailed or e-mailed submitted directly to the Governing Board Secretary.~~

Preparation of Ballot Materials and Ballots

Ballot Materials

The Governing Board Secretary shall ~~prepare separate~~ finalize the Ballot Materials for distribution to all parents/guardians, candidate statement documents for Parent Representatives. Each candidate shall be clearly identified by name and campus affiliation, and the ~~Candidate's~~ Statements shall be reproduced as submitted. If more than one Parent Representative ~~Position seat is open/vacant,~~ candidates shall be clearly grouped by charter. ~~The candidate statements shall be distributed to all parents/guardians.~~ Candidate ~~S~~statements shall be distributed even if there is only one candidate for a ~~particular position/vacant seat.~~

Ballots

The Governing Board Secretary shall prepare ballots for the Parent Representative(s) seats clearly stating the full names and campus affiliations of all candidates. ~~The Parent Representative b~~Ballots shall clearly state that every voter-parent/guardian may vote for one candidate from each of the charters for each vacant seat. ~~C,~~ and candidates shall be grouped according to charter if more than one seat is when more than one position is open/vacant. ~~Accompanying ballot instructions shall specify that ballots are to be returned to the campus.~~

If there is only one candidate for ~~an open position/a~~ vacancy, the ballot shall provide for “yes” or “no” votes.

Voting Logistics

Prior to ~~each election~~ the distribution of ballots, the Governing Board Secretary will determine ~~if the voting for the election will be held using~~ whether to use a paper ballot system or an electronic system.

- Paper Ballot System:

Ballots for the Parent Representative ~~positions-seats~~ shall be sent home with each student. Accompanying instructions will specify that each parent and/or legal guardian may submit one ballot.

A ballot box shall be established at each campus for the return of completed ballots. All ballots shall be secret. Submitted ballots will be collected at each campus and forwarded to the Central Administration office for counting promptly after the close of voting.

Absentee ballots may be mailed directly to the Central Administration Office. The voter's name and campus affiliation, the classroom(s) of the ~~voter's-parent/guardian's~~ child(ren), and the parent/guardian's ~~voter's~~ signature must be written on the back of the envelope.

- Electronic Ballot System:

If utilizing an electronic communication system, i.e. Google Survey, Parent-Square Form, or other survey equivalent, each CMP parent/guardian ~~Parent or Guardian~~ will be provided with a link to vote online. The parent/guardian ~~Parent or Guardian~~'s email address or an electronic signature will be used to confirm that only one ballot was submitted. CMP will not send a confirmation upon receipt of ballots received by email.

~~Submitted ballots will be collected at each campus and forwarded to the Central Administration office for counting promptly after the close of voting.~~

~~Please note, when emailing a ballot no response will be sent.~~

Vote Ballot Counting

The Governing Board Secretary shall count and tally all received ballots as soon as feasible after the close of voting. ~~After verification of the ballot count and tally by the Board Chair, t~~The results (names of ~~successful~~ candidates with the most votes) shall be posted promptly on the CMP website and at each campus. ~~The Governing Board shall take action to seat the elected candidates at its and scheduled for review and potential seating at the~~ June Board Meeting.

Candidate ~~Conduct~~ Endorsement

CMP ~~does~~ will not endorse any candidates. CMP ~~does~~ will not accept or post materials from candidates on campus.

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