

**Revised Election Procedures**  
**5/19/2011**

Prior to the April Board meeting, the Chair shall appoint an Election Supervisor who will not be a candidate for a Board position.

If the number of candidates for School Board is less than or equal to the number of open Director positions, then paper ballots will be distributed at the meeting at which voting for new board members is scheduled (the "Voting Meeting"). Voting will occur during the first fifteen minutes of the meeting. Results will be reported during the Business portion of the meeting. Voting will be conducted by the Election Supervisor.

If there are more candidates than open positions, then voting will be conducted as follows:

Ballots. Ballots will be made available two days before the meeting at which voting for new board members is scheduled (the "Voting Meeting"). Ballots will include those candidates and only those candidates who have submitted a Declaration of Candidacy form in a timely fashion.

Casting of Ballots. The School Board will publish times during the day before and the day of the Voting Meeting for receipt of executed ballots. Ballots must be delivered in person and placed in the balloting box which will be staffed by (1) the Election Supervisor and/or other members of the School Board who are not running for reelection, or (2) staff members as may be designated by the Election Supervisor. At the time the ballot is delivered, the voting member shall initial a roster of eligible voters to confirm that their annual vote for directors has been cast. Proxy voting is prohibited by open meetings laws. Voting must be done during the published hours only.

Expiration of early voting. The School Board may close the early voting period the afternoon of the Voting Meeting to allow sufficient time for the Election Supervisor to tally the early voting results. These results will be held in confidence until balloting concludes at the Voting Meeting.

Tally of Votes. The early voting results shall be added to the votes cast during the Voting Meeting to determine the candidates elected by the Board.

**Woods Charter School  
Board Elections, May 2011**

At the next school board meeting on Thursday, May 19, 2011 at 7:00 pm in The Glade, three school board members will be elected to serve three-year terms.

In order to serve on the board, applicants must meet the following requirements:

The applicant must have a child currently enrolled at Woods Charter School who will also be a Woods student in 2011-2012.

The applicant cannot be an employee of Woods Charter School.

The applicant cannot be the spouse of an employee of Woods Charter School.

The Bylaws also state that a child may not have more than one parent on the Board at a time.

Applicants must complete the application form and deliver to Heather Gallagher in administration ([hgallagher@woodscharter.org](mailto:hgallagher@woodscharter.org)) by **Friday, May 6, 2011**.

Applicants are also requested to submit a photograph ("headshot" preferably in jpg file) for use in hall display and on website.

Submissions may be in either MS Word format (electronic) or handwritten hard copy.

- Handwritten version - print, complete, and submit via the Receptionist -or- mail to Heather Gallagher, Director of Admissions & Volunteerism, Woods Charter School, P.O. Box 5008, Chapel Hill, NC 27514. Handwritten versions are also available at the Receptionist's window.
- Electronic version - download, complete using MS Word, and email to [hgallagher@woodscharter.org](mailto:hgallagher@woodscharter.org)

**Election Timeline**

WED, April 27 – Election information distributed to community and posted on website.

FRI, May 6 at 4:00 pm – deadline for applications

MON, May 9 – candidate information will be posted on website and in the front hallway

Voting will take place at the following times ONLY!

WED, May 18, 8am – 10am and 2pm – 4pm

THURS, May 19, 8am – 10am and 2pm – 4pm

THURS, May 19, 7pm – 7:15pm at the Board meeting in The Glade

**Please note: According to open meeting law, there can be no proxy or absentee voting. Voting may only occur during the times listed above. No exceptions may be made.**



# Woods Charter School

## Board of Directors Declaration of Candidacy 2011

Name:

Date:

I currently have children in the following Divisions (underline all that apply):

Elementary

Middle

High

### Eligibility Requirements:

In order to serve on the Woods Charter School Board, applicants must meet the following requirements as per our bylaws:

The applicant must have a child currently enrolled at Woods Charter School.

The applicant cannot be an employee of Woods Charter School.

The applicant cannot be the spouse of an employee of Woods Charter School.

The Bylaws also state that a child may not have more than one parent on the Board at a time.

Statement:

I commit to upholding the mission and charter contract of Woods Charter School.

Signature (esignatures accepted):

Date:

Please complete this form, as well as Sections 1 and 2 which follow, and deliver to Heather Gallagher in administration ([hgallagher@woodscharter.org](mailto:hgallagher@woodscharter.org)) by **Friday, May 6, 2011**. Candidates are also requested to submit a photograph ("headshot" preferably in jpg file) for use in hall display and on website.

Submissions may be in either MS Word format (electronic) or handwritten hard copy.

- Handwritten version - print, complete, and submit via the Receptionist -or- mail to Heather Gallagher, Director of Admissions & Volunteerism, Woods Charter School, P.O. Box 5008, Chapel Hill, NC 27514. Handwritten versions are also available at the Receptionist's window.
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**SECTION 1** Please note that the information included in Section 1 will be published on our website exactly as submitted. This information will inform our parents as they vote for board members.

**Relevant Experience and/or Employment:** List pertinent professional, volunteer, and board of director experience (or attach brief resume).

**Strengths:** What strengths do you bring to the Board? What area(s) of expertise/contribution do you think you can make?

Considering the skills and talents of board members continuing in service, the Board believes the following areas of expertise would enhance the Board's ability to thoroughly conduct the business of the school. If you are particularly skilled or experienced in these specific areas, please indicate how.

**Identified Areas of Expertise Needed: Cultural Competency/Diversity, Marketing, Finance, Business Management (Business Owner), Education and Human Resources.**

**Mission:** Explain what the Woods mission means to you. How do you think you could help support it? Further it?

**Reason for Serving:** Why do you wish to serve on the board? What do you hope to accomplish as a board member?

**Challenges:** In your view, what are the biggest challenges facing Woods Charter School and how do you believe the school should address them?

**Other Commitments:** Do you have any other volunteer commitments or serve on other boards? If yes, please list them.

**Governance Experience:** If you have previously served on or worked with a governance board, describe the governance structure. Did you find this experience to be a positive or a negative?

**Service:** Please detail volunteering that you have undertaken at Woods Charter School to date.

**SECTION 2** Please note that the information included in Section 2 will not be published. It will be used by the Board to verify your eligibility, to collect information about how to contact you, and to record possible areas of service to the Board.

Name:

Physical Address:

Email Address:

Home Phone:

Work Phone:

Mobile Phone:

I have expertise in the following areas: (please underline all that apply)

Organizational and financial management  
Community development  
Administration  
Academic/education  
Business/corporate  
Accounting  
Banking and trusts  
Investments  
Fundraising  
    Experience cultivating prospective donors  
    Face to face solicitation  
    Grant Writing  
    Coordinating special events  
Charter school law/regulations  
Government representative  
Law  
Marketing  
Personnel  
Physical plant architecture, engineer, construction management)  
Strategic or long range planning  
Public relations  
Real estate  
Community resident  
Parent of child in school  
Business owner  
Board Governance