

# WESTLAKE CHARTER SCHOOL BOARD ELECTION/APPOINTMENT PROCESS

- A. Parent Representatives – 2 from Current and Founding Parents
1. On January 15<sup>th</sup>. or as soon as possible thereafter, notice will be sent out to parents via emails and backpacks and posted on the WCS website about the opportunity to run for the position of board member. Board responsibilities pursuant to the charter will be included in the notice.
  2. Candidates will be self-nominated and shall submit an election statement by February 22<sup>nd</sup> or as soon as possible thereafter, to the Westlake Charter School Office Manager via hand-delivery, or via email at [awells@natomas.k12.ca.us](mailto:awells@natomas.k12.ca.us) or by mail to 3800 Del Paso Road, Sacramento, CA 95834. Election statements must be received by the Westlake Charter School Office Manager by 3:00 p.m. on February 22<sup>nd</sup> or as soon as possible thereafter, in order to qualify for the election.
  3. The election statement shall include the candidates name, founding parent or current parent (or both) status and shall include a description of why the candidate would like to serve as board member, their ability and willingness to fulfill the responsibilities and time commitment of board membership (including any relevant past experience), along with any other information deemed pertinent by the candidate. Election statements should be no more than 250 words.
  4. Election statements will be posted on the WCS website unless a candidate wishes that their statement not be posted, sent via email to founding and current parents, and sent via backpack on March 1<sup>st</sup> or as soon as possible thereafter. The election statements will also be made available at the WCS regular Board meeting.
  5. Candidates will read their statements at the WCS regular Board meeting in March. Candidates who cannot attend must arrange for their statements to be read at the meeting.
  6. At the regular meeting in March ballots will be provided to current parent and founding parents for voting. There will be one vote per family for each open board seat. The Principal and current, non-continuing board members will hand out ballots and check off each for each open board seat . Voting must be in person. Candidate statements will be read at 7:00 p.m. Voting will take place after the reading throughout the meeting until the ballots close at 8:00 p.m..
  7. At this meeting, the Principal and current, non-continuing board member(s) will tally the votes and announce the top voted candidates as board members.
  8. The elected parent representative(s) will serve a two-year term.
  9. Board membership will begin at the March meeting, with the first official meeting of the new board member(s) to take place at the first April meeting.
- B. Community Members – One Member
1. The Board will nominate one community member. This member shall have expertise in one or more of the following: school administration, school operation, teaching, business, accounting, legal, political, nonprofit, or fundraising; and shall have the ability and willingness to fulfill the responsibilities and time commitment of a WCS Board member.
  2. The Board will announce their nominees at their March 6<sup>th</sup> meeting and receive public input on each.
  3. At the regular March meeting, the Board will take final action on the selection of the community member. Board membership for the newly appointed community member will begin at that March meeting, with the first official meeting of the new board member to take place at the first April meeting.
  4. The community member will serve a two-year term.

C. Staff Representatives – At Least One No More Than Two Members (all employees except for the Principal)

1. The WCS staff will elect at least one no more than two representatives to the board.
2. All employees may participate in the election.
3. The Principal and staff may develop additional procedures and timelines necessary to execute the election of staff representatives, except that at least one staff representative must sit on the Board at all times. In the absence of an elected staff representative, the Principal shall serve in this role until the vacancy is filled.

D. District Representative – At Least One No More Than Two Members

1. The District Board shall appoint at least one no more than two representatives to the Board.
2. The District Board member(s) shall serve for as long as the District Board directs.

E. Other Procedures

In the case that these procedures do not cover a situation that arises during the election, the Principal will take any additional steps necessary to execute the election.