

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 Bylaws, who are 18 years of age or older (Members).
- b. The Administrator may not be a member of the Board.
- c. All prospective GCCS Board members will declare their intentions to run for office at least thirty days prior to the election by means of a Letter of Intent addressed to the Board President. This may be delivered in person to the President, or to the Administrator, or submitted by email to board@guffeyschool.org. Sitting Board members may give verbal notice to the Board President of their intention to run to retain their seat.
- d. All prospective GCCS Board members must have attended at least four regular Board meetings in the 12 months before the First Notice of Board Election. Attendance is demonstrated by signing an attendance sheet at each meeting, which is maintained by the Secretary. This requirement may be waived on a case-by-case basis by a vote of the Board.
- e. Prospective Board members must meet with the Board President or a designee of the Board President 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.”*

This meeting and the signing of the policy affirmation must happen before the date of posting of the Second Notice of Election. Prospective members are encouraged to meet with a Board member to discuss the

**Monitoring Method: Board Self-Assessment Adopted/Revised: September 13, 2023**

**Policy Number: GP-14**

**Policy Type: Governance Process**

**Policy Title: Policy for Board Membership**

- Policies and governance style before deciding to seek a position on the Board. This requirement does not apply to sitting Board members seeking to retain their seat.
- f. The normal term of Board membership shall be four years, with no limitation of the number of terms that may be served. It is critical that the Board maintain a staggering of director terms so that there is continuity from one Board composition to the next elected Board. As such, the objective is to have three director terms end in one biennial election and the other two director terms end in the subsequent biennial election. In the event that more than three director seats are open for election in any election, the three candidates receiving the most votes will be awarded four-year terms and the remaining winning candidates will be awarded two-year terms.
  - g. 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.
  - h. At the regular meeting following the election, the Board shall elect its officers from the Board members. The offices of President and Secretary shall be filled.

## 2. Elections

- a. An election will be held on the third Wednesday of April in each odd numbered year (e.g. 2025, 2027), except as noted below.
- b. First Notice of the election will be posted at the School and on the home page of the School website, <https://guffeyschool.org>, 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.
- d. The Board shall appoint an unbiased election official to conduct the election. The responsibilities of the election official shall include:
  1. Posting the Second Notice of the Election at the School and on the School website, 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.

**Monitoring Method: Board Self-Assessment Adopted/Revised: September 13, 2023**

**Policy Number: GP-14**

**Policy Type: Governance Process**

**Policy Title: Policy for Board Membership**

2. Preparing the ballots in cooperation with the Board, and maintaining their physical security before and during the election.
  3. Preparing voting instructions in cooperation with the Board, and posting them prominently at the polling place.
  4. Maintaining a sign-in list containing the name and physical address of each voter, and their eligibility status. The sign-in list will define voter eligibility requirements, and each voter will be required to provide a signature attesting to their eligibility.
  5. Ensuring that each voter submits no more than one ballot.
  6. Determining if a voter is eligible to cast a vote.
  7. Maintaining the physical security of the ballot box.
  8. Counting the votes and announcing the winners.
  9. Delegating any assistants required for the above duties.
- 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: September 13, 2023**