CMP GOVERNING BOARD ELECTIONS POLICY

As provided in the current Bylaws, the CMP Governing Board includes up to 4 Parent Representatives, no more than one per charter, and one Network Teacher Representative. Elections for these positions will proceed as follows:

Schedule
Each fall, the Governing Board shall determine whether (1) any elected Board members will be completing their term(s) at the end of the school year, and/or (2) any elected Board positions are currently open. 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 and/or teachers 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 (ballots submitted at campuses or by mail);

May 1: Ballots tallied and results announced

Informational Materials
See model, attached. The flyer may be amended and updated by the Board as needed.

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

Candidate Statements
A Candidate is required to provide a Candidate Statement, in 200 words or less, 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 in the CMP Network.
Submission
Candidate applications and statement forms shall be made available at each campus office and on the CMP website. Completed applications and 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 directly to the Governing Board Secretary.

Preparation of Ballot Materials and Ballots
Governing Board Secretary shall prepare separate candidate statement documents for Parent Representatives and for the Network Teacher Representative. Each candidate shall be clearly identified by name and campus affiliation, and the candidate’s statement reproduced as submitted. If more than one Parent Representative Position is open, candidates shall be clearly grouped by charter. The candidate statements shall be distributed to all parents/guardians or teachers, as appropriate to the position. Candidate statements shall be distributed even if there is only one candidate for a particular position.

The Governing Board Secretary shall prepare separate ballots for Parent Representative(s) and for Teacher Representative, clearly stating the full names and campus affiliations of all candidates. The Parent Representative ballot shall clearly state that every voter may vote for one candidate from each of the charters, and candidates shall be grouped according to charter when more than one position is open. Accompanying ballot instructions shall specify that ballots are to be returned to the campus.

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

Voting Logistics

Voting For Teacher Representative
Ballots for the Teacher Representative position shall be distributed to all teachers (minimum .75 FTE) by campus administrative staff. A ballot box shall be established at each campus for the return of completed ballots. All ballots shall be secret. The contents of the ballot boxes shall be forwarded to the Central Administration office promptly after the close of voting.

Any teacher eligible to vote may request an absentee ballot due to illness or temporary leave of absence during the voting period. Completed absentee ballots may be mailed to the Central Administration office. The name and campus affiliation of the voter must be written on the back of the envelope. The ballot itself will be added to the ballot boxes without being read.

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

A ballot box shall be established at each campus for the return of completed ballots. All ballots shall be secret.
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 child(ren), and the voter’s signature must be written on the back of the envelope.

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

**Vote Counting**

The Governing Board Secretary shall count and tally all received ballots as soon as feasible after the close of voting. The results (names of successful candidates) shall be posted promptly on the CMP website and at each campus.