



CHERRY CREEK ACADEMY

Motivated students and responsible parents working together with exemplary teachers for excellent education.

Board Election Philosophy

In accordance with the Amended and Restated Bylaws of Cherry Creek Academy, Inc., a Colorado non-profit corporation, adopted by the Board of Directors thereof on September 11, 2018, Board of Directors of Cherry Creek Academy, Inc. shall consist of a range of five to nine Board members. The Bylaws state that Board elections are to be held annually in May by secret ballot and the Board is to adopt a nomination and election procedure available to all eligible voters. The goal of the CCA nomination and election procedures is to give ample opportunity for a variety of parents to serve, and to provide a healthy balance in oversight.

Board Nomination and Election Procedure

I. Board Elections

- (a) **Election Committee:** Each December for the following school year, the CCA Board shall convene an (ad hoc) Election Committee to solicit nominations from CCA membership for candidates for the CCA Board. This Committee shall be responsible for all stages of the election including, but not limited to, notification, distribution and collection of forms, “Meet the Candidates” forum(s), ballot management, ballot security, and ballot tally. This Committee shall be appointed and convened by the Board President and will report to the Governance Chair. This committee shall be comprised of three (3) or five (5) members as follows:
 - (i) At least one (1) but no more than two (2) CCA staff members,
 - (ii) At least one (1) but no more than two (2) CCA SAC members,
 - (iii) At least one (1) but no more than two (2) CCA Parents who is/are not on the Board or related to someone up for election.

In the event the Governance Chair is a current candidate, the committee will report to the Board President. The Governance Chair shall serve in an advisory role and shall not be considered a voting member of the committee. The Committee will provide regular reports to the Governance Chair.

- (b) **Notices.** In January, an Initial Notice of Election will be distributed to CCA parents. During February of each year, an Official Notice of Election will be distributed to CCA parents. Notices may be posted on CCA's website and/or in the regular e-newsletter, and may be included in the students' regular weekly folders as well as via any other communication method deemed helpful or necessary.
- (c) **Nomination Packet Submittal.** Starting at least six weeks prior to the election, the Candidate Nomination Form, the Parent Board Candidate Information Sheet, and the Parent Board Candidate Biography Form will be made available on CCA's website. At least four weeks prior to the election, candidates shall submit their completed forms to the Election Committee. Candidates will communicate their qualifications to the voting constituency through the Parent Board Candidate Biography Form. At least two weeks prior to the election, the candidates' Parent Board Candidate Biography Form will be posted on CCA's website.
- (d) **Parent Board Candidate Biography Forms.** Parent Board Candidate Biography Forms must be submitted in 12 Times New Roman font. Parent Board Candidate Biography Forms will be limited to one single-spaced page with one inch margins. There is no word limit but candidates must adhere to the font and spacing requirements. The content of the Parent Board Candidate Biography Form shall be limited to a discussion of the candidate's own qualifications and any issues facing CCA. The Election Committee will not alter, amend or edit the submissions of any candidate.
- (e) **Candidate Information/Voting Information Distribution.** At least two weeks prior to the election, information regarding voting shall be distributed via the regular e-newsletter as well as via any other communication method deemed helpful or necessary. The information shall include a letter from the Board setting forth the dates and procedures for voting.
- (f) **Campaigning Restrictions.** No negative campaigning directed at other candidates or specific individuals will be allowed. Mass campaigning to CCA families, defined as campaigning through mass distribution methods using contact information obtained through any school database, mailing list, and/or school directory, or other school source, is not permitted. Failure to comply with any of these provisions will result in disqualification of the candidate from the election.

- (g) **Ballots.** An electronic voting system shall be used to cast and tabulate votes and eligible voters shall cast their votes according to the parameters of the electronic voting system employed. If an eligible voter cannot vote electronically for any reason, he or she will be provided access to a school computer for voting purposes. Those candidates receiving the most votes will fill the available seats on the CCA Board. In the event of a tie vote for a position, a second ballot will be cast for that position only, with only the tied candidates participating. Should a second tie occur, the Election Committee shall determine the winner by flipping a coin.
- (h) **Timing.** Unless extraordinary circumstances exist, the annual CCA Board election should take place in May of each year, with the election window closing after the May meeting of the Parent Board. The election should allow for at least five calendar days of ballot casting. Election results will be tallied and presented to the CCA school population by the Election Committee within two business days after ballot casting closes. The Election Committee will attempt to notify candidates prior to posting the election results.

II. Candidate Eligibility Requirements

It is important for all candidates to truly understand the role and responsibility of the Board. Prior to considering a Board position:

- (a) Potential candidates must attend a minimum of two (2) regular CCA Board meetings during the nine (9) months prior to the April Board meeting. The March Board meeting is an eligible meeting for this requirement.
- (b) Potential candidates must interview with at least one (1) current Board member prior to the nomination form submittal deadline.
- (c) Potential candidates must agree to complete all required "Board modules" if elected. They must also agree to abide by the Code of Conduct, Duty of Care and Loyalty and Conflict of Interests policies.
- (d) Potential candidates must agree to abide by the CCA "Non-Negotiables."
- (e) CCA staff members and spouses of CCA staff members are not allowed to run for the CCA Board.
- (f) Only one parent or legal guardian per family may serve on the CCA Board at the same time.

- (g) In order to be eligible to run for the CCA Board, candidates must have at least one student who is returning to CCA for the upcoming school year.
- (h) In order to be eligible to run for the CCA Board, candidates must have completed and have documented (under their own unique volunteer account through the current CCA volunteer hours' database) at least 50% of their annual volunteer hours (20 of 40 hours per family, or 10 of 20 hours per single parent) by the time of nomination.

III. Voter Eligibility Requirements

- (a) Only parents or legal guardians of students at CCA shall be allowed to vote for members of the Board.
- (b) Each family is allowed two (2) votes for each vacant Board seat (1 vote for single parents).
- (c) In order to be eligible to vote, families must have at least one student who is returning to CCA for the upcoming year.
- (d) Current employees of CCA have one (1) vote for each vacant Board seat.
- (e) In the case of a staff member who is also a CCA parent that staff member is allowed two (2) total votes.
- (f) In order to be eligible to vote, a staff member must have formally indicated he/she is returning to CCA for the upcoming year.

IV. Election Results

- (a) The Election Committee (members only) will review the results of the election in a closed-door meeting.
- (b) The Election Committee will attempt to notify all candidates of the election results prior to releasing the results to parents and staff.
- (c) The Election results will remain confidential until the Election Committee makes an official announcement.

V. Appointments, Resignations, and Vacancies

Appointments, Resignations, and Vacancies to the CCA Board are outlined in Article II of the CCA Bylaws.

VI. Term Limits.

Board Members shall serve a term of three (3) years from the date of their election. After election, the term of a Board Member may not be reduced, except for cause as specified in CCA's Bylaws. Board Members shall take seats at the conclusion of the meeting at which their election is announced, which is typically in June of any given year. Any and all Board Members shall be limited to two (2) consecutive or non-consecutive three (3) year terms, with the exception of a Board Member who was appointed by the Parent Board to fill a Board vacancy with less than 547 days remaining in the vacated term, in which case the Board Member will be eligible to serve two full three (3) year terms in addition to the vacancy appointment term.