

Board of Directors Election Policy

1. Purpose and Authority

This policy governs the nomination, notice, voting, and certification procedures for elections to the Board of Directors (“BOD”) of **Friendship Academy of the Arts**. It is adopted as part of the bylaws and shall be interpreted consistent with applicable law and authorizer requirements.

2. Definitions

- Eligible Voters: Individuals defined as eligible to vote by these bylaws (e.g., parents/guardians of enrolled students, staff, community members), collectively “the electorate.”
- Eligible Candidates: Individuals who meet candidacy criteria set forth in these bylaws and applicable law.
- Official Website: The school’s primary public website.

3. Roles and Responsibilities

- The Governance Committee (or, if none, the Board Secretary) manages election administration, including notices, ballot preparation, voter list maintenance, and certification of results.
- The Executive Director/School Administration supports distribution of notices and website posting.

4. Election Calendar & Required Notices

A. Notice of Election Dates & Procedures (≥ 30 Days)

- At least 30 calendar days prior to the opening of the voting period, the BOD must:
 1. Notify all Eligible Voters of the election dates, timeline, and voting procedures (e.g., in-person, mail, or electronic voting; ballot access; deadlines; how to request

accommodations).

2. Post the same information prominently on the school's Official Website.
- The notice must include: number of open seats, term lengths, how to become a candidate (or if nominations are closed, the status), how votes are counted, and contact information for election questions.

B. Notice of Candidates (≥ 10 Days)

- At least 10 calendar days prior to the opening of the voting period, the BOD must:
 1. Notify all Eligible Voters of the candidates' names, biographies, and candidate statements.
 2. Post the same information prominently on the school's Official Website.
- Candidate statements shall be limited to a uniform word count set by the Governance Committee (e.g., 250–300 words) and may not include campaign material that violates the school's non-discrimination, harassment, or political activity policies.

5. Nominations and Candidate Eligibility

- The Governance Committee will publish nomination procedures and deadlines in the 30-day notice.
- Candidate eligibility (e.g., background checks if required by law, conflict-of-interest disclosures) must be verified before inclusion on the ballot.
- The Committee shall provide equal opportunity for candidates to submit statements and biographies and will apply formatting and length rules uniformly.

6. Voter List and Communication Methods

- The Governance Committee maintains the list of Eligible Voters and the preferred contact methods where available.

- Required notices must be sent via at least one reliable method (e.g., email, postal mail, backpack mail for families, staff bulletin) and posted on the Official Website. Additional outreach (e.g., SMS, flyers on campus) is encouraged for accessibility.

7. Ballots and Voting Procedures

- Voting may be conducted in person, by mail, and/or electronically, as specified in the 30-day notice.
- Ballots shall list candidates in an order determined by neutral method (e.g., random draw).
- The school shall ensure ballot secrecy and protect against duplicate voting.
- The voting period shall remain open for a clearly stated window (e.g., 3–7 days) sufficient to allow broad participation.

8. Counting, Certification, and Tie-Breaking

- Ballot counting shall be conducted by at least two individuals who are not candidates and who have no known conflicts.
- The candidates receiving the highest number of votes for the available seats are elected.
- Tie-Breaking: Ties shall be resolved by a publicly noticed, randomized method (e.g., drawing lots) conducted at an open meeting, unless otherwise provided by law.

9. Challenges and Remedies

- Any Eligible Voter or Candidate may submit a written challenge regarding election procedures or results within five (5) business days of provisional results.
- The Governance Committee will review and recommend action to the BOD, which will decide the remedy at the next regular or a special meeting. Remedies may include upholding results, recount, or partial/complete re-run if material defects affected the outcome.

10. Accessibility and Language Access

- Notices and ballots will include instructions on how to request disability accommodations and language translation/interpretation.
- The school will make reasonable efforts to provide materials in languages commonly spoken by families and to ensure accessible formats.

11. Records and Transparency

- The BOD shall retain election records (notices, postings, returned ballots/envelopes or electronic logs, tally sheets, certification) for at least three (3) years, or longer if required by law.
- Final certified results, including vote totals, will be posted on the Official Website within five (5) business days of certification.

12. Conflicts of Interest and Campaign Conduct

- Candidates and campaign volunteers must comply with all conflict-of-interest, staff use-of-time/resources, and facility use policies.
- School resources (e.g., staff time, printers) may not be used for campaign purposes except for neutral, equal-access forums or official candidate information distributed by the Governance Committee.

13. Minimum Election Timeline (Checklist)

- **≥ 30 Days Before Voting Opens: Publish and send election dates, number of seats/terms, voter eligibility, and voting procedures; post on website.**
- **Nomination Deadline: As stated in the 30-day notice.**
- **Eligibility Verification: Immediately after nomination deadline.**

- \geq 10 Days Before Voting Opens: Publish and send candidate names, biographies, and candidate statements; post on website.
- Voting Window Opens/Closes: As announced.
- Count & Certify: Within 5 business days after close.
- Post Certified Results: Within 5 business days after certification.

14. Amendments

The BOD may amend this policy consistent with the bylaws and applicable law. Any changes must preserve or exceed the 30-day election procedures notice and 10-day candidate information notice and posting requirements.