



1.0 Purpose

The purpose of this policy is to ensure that the Board operates with continuity and in an orderly manner.

2.0 Roberts Rules of Order

2.1 In general, the business of the Board at its meetings will be conducted in accordance with the specifications of Roberts Rules of Order. Any member may rise to a point of order under these rules, which action shall take precedence over all other business before the Board.

3.0 Polling of the Board

3.1 Voting on resolutions shall be by the polling of voting Board members. The minutes shall record the person making the motion, the person seconding it, and the names of the trustees voting for and against the motion or abstaining, as well as Board members who are absent. Secret ballots and proxies are prohibited.

4.0 Board Member Compensation and Reimbursement

4.1 Service on the Governing Board of Nord Country School shall be voluntary.

4.2 Compensation as an employee of Nord Country School shall not preclude a person from volunteering as a Board member unless prevented by California law. As proscribed in the School's bylaws, no more than 49 percent of the Board may be comprised of interested persons. An interested person is any person compensated by the School or an immediate relative of such a person.

4.3 Board members may be reimbursed for actual and necessary expenses related to school business.

5.0 Officers, Directors and School Liability Insurance

5.1 The School will maintain adequate insurance to protect the School against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the School and its Board members or officers while acting on behalf of the School.

6.0 Appointment of Board Committees

6.1 Consistent with the charter and any other applicable provisions of contract or law, the Board may appoint committees for any purpose deemed appropriate by the Board. In meeting and carrying out designated purposes, any such committee shall comply with any applicable legal or contractual requirements. Specifically, unless otherwise specified in Board By-Laws, parent/teacher associations and/or parent committees shall be advisory only.

7.0 Board Election and Nomination Process

- 7.1 The Board shall carry out its election and nomination process as follows:
- a. **Parent Representatives:** The Parents are notified of any upcoming board vacancies through notices in the parent newsletter and at Parent Teacher Organization (PTO) meetings. All interested candidates must attend a regularly scheduled PTO meeting to present themselves to all attendees. Ballots will be available that evening. For those unable to attend, the letters of interest will be posted at school and ballots will be available in the office for one week. To receive a ballot, a voter needs to sign in on a clipboard to ensure no person votes more than once. Completed ballots shall be placed in a secure box located in the office. Ballots will be counted by two of the following three people: the Administrator, the CBO, and/or the PTO President. The results of the election will be posted at school and in the school newsletter. The candidate with the most votes will be appointed by the School Board to become the new parent representative. In the case where the top two candidates have the same number of votes, the School Board will make the final decision.
 - b. **Community Representatives:** The community is notified of any upcoming board vacancy at the Annual Pie Auction and through notices posted on the website. All interested candidates must attend a community meeting to be held at the school to present themselves to all attendees. Letters of interest will be read at this time and then posted at school. Ballots will be available in the office for one week. To receive a ballot, a voter needs to sign in on a clipboard to ensure no person votes more than once. Ballots will be counted by two of the following three people: the Administrator, the CBO, and/or the Board President. The results of the election will be posted at school and in the school newsletter. The candidate with the most votes will be appointed by the School Board to become the new community representative. In the case where the top two candidates have the same number of votes, the School Board will make the final decision.
 - c. **Teacher Representative:** Full time teachers are notified of any upcoming board vacancy at a regularly scheduled staff meeting. All interested candidates must attend a future staff meeting to present themselves to all attendees. Letters of interest will be read at this time. Ballots will be available in the office that afternoon and are due by noon on Friday. To receive a ballot, a voter needs to sign in on a clipboard to ensure no person votes more than once. Completed ballots shall be placed in a secure box in the office. Ballots will be counted by two of the following three people: the Administrator, the CBO and/or the Board President. The candidate with the most votes will become the new teacher representative. In the case where the top two candidates have the same number of votes, the School Board will make the final decision.

- d. **Educational Representative:** Educational Representative nominees will be selected by a committee. Nominee's need to be professionals in the field of education, current or retired. They can be a parent of a student at Nord Country School or a community member, but not an employee of the school. All nominees will be presented to the Board of Directors and the Board will elect the Representative.

Should the Board wish to alter its election or nomination process, it must do so consistent with any requirements of its charter or bylaws, unless they are revised.

8.0 Board Member Resignations

- 8.1 Board members may submit a resignation at any time during their term but should give due consideration, as to the timing of the resignation, concerning the impact the resignation may have upon the Board. While a resignation must be acknowledged by the Board at the next regularly scheduled meeting following notice of the resignation, assuming it may be properly agendized, a Board member's resignation need not be accepted by the Board. The resignation becomes effective once brought to the attention of the Board.

9.0 Board Member Removal from Office

- 9.1 A Board member may be removed from office by a majority vote of the Board following a motion made in open session for the removal of the Board member. A motion to remove a Board member may not be made in closed session.

10.0 Dispute Resolution with Granting Agency

- 10.1 Any dispute that may arise with the granting agency must be handled in strict accordance with the dispute resolution process outlined in the charter. Should the Board wish to amend the dispute resolution process it must amend the charter to do so.

11.0 Adoption and Review

- 11.1 Originally Adopted: 6/14/2005
- 11.2 Most Recent Revision: 9/25/2019