CMP GOVERNING BOARD ELECTIONS POLICY

As provided in the Bylaws, Article VI, Section 3 (as amended November 10, 2008), the CMP Governing Board includes up to 5 Parent Representatives, no more than one from each campus, and one 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. The Board shall approve a schedule for election-related tasks that follows the following general framework and is consistent with the CMP calendar for that school year. All dates are approximate:

January 1: Distribute informational materials to parents/guardians and teachers regarding Governing Board role, duties, and election process;

February 1: Call for candidates; make application forms and candidate statement forms available at campuses and on-line;

March 1: Deadline for candidacy applications;

March 15: Deadline for candidate statements;

April 1: Candidate statements distributed and posted online; ballots and ballot instructions distributed;

April 15-May 1: Voting (ballots submitted at campuses or by mail);

May 1: Ballots tallied and results announced.

The Board may extend any deadline by majority vote.

Informational Materials

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

Candidacy Applications

Applications to appear on the ballot shall consist of a signed and dated statement as follows:

I, _____, am the parent or legal guardian of a student or students

at the _____ campus of CMP. I hereby submit my candidacy for the CMP Governing Board as a Parent Representative. I have read the information sheet titled "Upcoming CMP Governing Board Elections" and the CMP Bylaws, and I understand the role and responsibilities of Governing Board members. I understand that Governing Board members serve a term of three [two] years.

Signed: _____ Dated: _____

OR

I, _____, am a certificated teacher (minimum .75 FTE) at the _____ campus of CMP. I hereby submit my candidacy for the CMP Governing Board as a Teacher Representative. I have read the information sheet titled "Upcoming CMP Governing Board Elections" and the CMP Bylaws, and I understand the role and responsibilities of Governing Board members. I understand that Governing Board members serve a term of three years.

Signed: _____ Dated: _____

Candidate Statements

Please explain below, in 200 words or less, why you want to serve on the CMP Governing Board and what skills, experience, and/or particular interests you would bring to the Board. All candidate statements will be distributed to all [parent] [teacher] voters in the greater CMP community. This is your opportunity to introduce yourself to [parents/guardians] [teachers] at all 5 CMP campuses.

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 Central Administration the day after the applicable submissions deadline. Applications and statements may also be mailed or e-mailed directly to the Central Administration office.

Preparation Of Ballot Materials and Ballots

Central administration staff shall prepare separate candidate statement documents for Parent Representatives and for 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 campus. The candidate statements shall be distributed to all parents/guardians or teachers, as appropriate to the position, in hard copy and also posted on the CMP website by the date specified in the annual elections schedule.

Candidate statements shall be distributed even if there is only one candidate for a particular position.

Central administration staff 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 campuses, and candidates shall be grouped according to campus when more than one position is open. Accompanying ballot instructions shall specify that ballots are to be returned to the campus in person if possible. Procedures for submitting absentee ballots by mail or by proxy, specified below, will also be explained.

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 (min. .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, but teachers must sign their name next to their printed name on a teacher roster when they submit their ballot. The contents of the ballot boxes, together with the campus rosters, 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 individual voter will be marked "absentee" on the voter roster when the ballot is received. 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 and posted on the CMP website for downloading. Accompanying instructions will specify that each parent and/or legal guardian may submit a ballot. Blank ballots may be duplicated for use by an additional parent/guardian, or additional ballots may be obtained from the website. Extra ballots shall also be made available at each campus.

A ballot box shall be established at each campus for the return of completed ballots. All ballots shall be secret, but when parents/guardians submit their ballot in person they must sign a campus voter roster. Rosters may provide spaces for each voter to print their name, indicate the name of their child(ren) enrolled at the campus, and sign. Ballots that are submitted to the campus by a person other than the voter who completed the ballot (submitted by proxy) must

comply with the voter identification requirements for absentee ballots.

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. This voter information will be logged by Central Administration staff. The ballots themselves will remain secret.

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

Central Administration staff 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.