

Guidelines for Filling ECRA Board Positions Following Expiration of Term

In November prior to the expiration of any Board member's term, the Board shall appoint an ad hoc committee composed of current ECRA Board members, whose responsibilities shall include:

1. In March, post information regarding the available openings for community, parent, teacher and classified representative candidates, as applicable. This will be done through, for example, posting on the ECRCHS website, in the main office, marquee and notices included with other school information and outreach materials.
2. Instruct interested nominees to submit a *Board Representative Application Form* and any background material (minimally, a resume consisting of experience, qualifications, interest, and understanding of both ECRA and El Camino Real Charter High School, its history, goals, etc.). The committee will seek to attract candidates who have experience in one or more of the following areas: education, government, law, business, finance/accounting, fundraising, facilities or public relations. The *Board Representative Application Form* indicates specific criteria for all potential candidates.
3. Applications for available positions will be accepted through April 15th and should be e-mailed to the Chair of the ad hoc committee (or designee) or hand-delivered to the main office (date stamp required).

For **COMMUNITY REPRESENTATIVE** - elected by the ECRA Board of Directors:

- Ad hoc committee will meet by the end of April to review applications.
- In May, applicants may choose to attend the regular ECRA Board meeting to make a statement regarding their interest in serving on the Board. After this meeting, the ad hoc committee will make its final recommendation to the full Board, in order for a vote to occur during the Board of Directors regular June meeting.
- After the full board has elected a candidate(s), the ad hoc committee will inform all candidates in writing of the outcome. All Board members' terms are for three years beginning July 1 of same year. Board members may serve two consecutive terms, if re-elected.

FOR ALL OTHER BOARD MEMBER POSITIONS/ELECTIONS:

- By the end of April, the ad hoc committee will post the candidates' information in the main office and ECRCHS website. Candidates will then have the opportunity to attend the May ECRA Board meeting to make a statement regarding their interest in serving on the Board.
- After the May Board meeting, ad hoc committee will facilitate, with the assistance of ECRCHS administration, three separate secret-ballot elections on or before the end of

May. The ad hoc committee will tally the votes in a public location with date and time posted.

- After the results are tallied, the ad hoc committee will inform all candidates in writing of the outcome. This term is for three years beginning July 1 of the same year. Board members may serve two consecutive terms, if re-elected.

Parent Representative: elected by the parent body (cannot be a parent of a current student, or employed or compensated by the Corporation). Voting will occur by secret ballot vote on or before end of May. Votes for the parent representative may only be cast by parents of current ECRA students; one vote per family. The candidate receiving the highest number of votes will be elected.

Teacher representative: elected by all current teachers (cannot be employed or compensated by the Corporation). Each teacher representative will be elected by a simple majority vote of all currently employed ECRA teachers on a designated date, utilizing secret-ballot voting. Candidates receiving the highest number of votes will be elected.

Classified Staff Representative: elected by all classified employees (cannot be employed or compensated by the Corporation). Classified staff representatives will be elected by a simple majority vote of all currently employed ECRA classified staff members on a designated date, utilizing secret-ballot voting. The candidate receiving the highest number of votes will be elected.

Board Elections will be held during the Spring Semester, before the end of June in the year when a Board member's term expires. Special elections may be called whenever necessary to fill a Board vacancy, in accordance with the ECRA Bylaws.