

The Community Roots School

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Adopted: Unknown
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Board Member Qualifications

Who May Make Nominations

Nominations may be made by any voting member (parent or board member) and by any nonvoting member.

When Nominations can be Made

Nominations can be made at any time to any Board member. During March and April, the Board will make extra efforts to seek nominations and will publicly notify parents that nominations are needed for the upcoming election. Notification and sample Nomination Forms should be sent out by email and included in the school newsletter. A nomination shall be considered made when a Nomination Form has been given to a Board member with essential information about the nominee.

Seeking Qualified Nominees

The Board will maintain information about skills and experience that are needed on the Board. This information may come from the board, or from the Strategic Planning Committee, or from research conducted by the committee. At any time, but especially during March and April, the Board is encouraged to seek out and nominate people with a variety of these talents, and a passion and commitment for serving the school. The goal is diversity in professional skills, in ethnicity, in socioeconomic level, and in being a parent of a current student. There are no quotas set for any of these criteria. Nominees must have demonstrated a commitment to the mission and purposes of The Community Roots School (CRS), and must have expertise in areas relevant to the needs of the organization. The organization shall strive to include at least one person who works or has worked in a Montessori school.

Acceptance of Nominations

Soon after a nomination is made, the committee will contact the nominee and send him/her a packet containing information about the school, the obligations of a board member. The packet shall also contain a "Board Application Form," and a "Board Director Position Description." The nominee should have the opportunity to meet current board members, attend board meetings, and learn more about the duties of a board member. If the nominee desires to accept the nomination, he/she must fill out and return the "Board Application Form".

Potential Conflicts of Interest

While these potential conflicts do not exclude a nominee from taking a position on the board, they should be discovered during the nominations process so that accurate information may be placed on the ballot at the time of the election. The Board Application Form will ask if the nominee has a child who attends or will attend the school, or a family member who works at CRS, at Silver Falls School District (SFSD) or at any ESD currently used by CRS or SFSD.

Screening of the Nominees

Each accepting nominee should have a background check, as is done for volunteers at the school. Results of the background check will be available only to the director, closed session of the Board, and the nominee being screened. In the case of an adverse result, the nominee shall have the opportunity to meet with the Board to refute or clarify any details.

Interim Appointments

The Board shall maintain a list of all nominees, and whether they have accepted and been screened. An occasion may arise which requires the board to appoint a new member between annual elections. The Board will review the nominees before making its decision. The Board also has the option to nominate additional people, who must then accept and be screened in the usual manner.

Closing of Nominations

The committee shall choose a date to close nominations for the year so that a ballot may be prepared for the annual election. The date should be set as close to the election as possible, approximately 2-4 weeks before the election, so that there is adequate time to prepare a ballot. The deadline should be publicized to all voting members. Any nominations received after the deadline will be considered for the following year's election.

From Nominee to Candidate

The Board shall maintain a list of all nominees and the outcome of the acceptance and screening process. All nominees who have accepted and have passed screening should appear on the ballot, and proceed to the elections process.

Forms and information are available from the school office during regular working hours.

END OF POLICY

Legal Reference(s):

[ORS 137.230 - 137.285](#)
[ORS 247.002](#)
[ORS 247.035](#)

[ORS 249.013](#)
[ORS 332.016](#)
[ORS 332.018](#)

[ORS 332.030](#)
[ORS 332.124](#)
[ORS 332.126](#)

Oregon Constitution, Article II, Section 2.