Monument Academy

Board of Directors Governance and Policy

Policy Area: Governance	**Policy #**: 1514B
Title: MA Board of Directors New Members Election Process	**Adopted**: January 13, 2023 **Revised**:

I. Issue Statement

A. The purpose of this policy is to provide an election process to fill Monument Academy Board of Directors vacancies.

II. Policy Statement

A. Board of Directors vacancies are filled via an election of qualified candidates, as described in the Bylaws of Monument Academy. The Board of Directors shall conduct a fair and transparent election in accordance with the Bylaws of Monument Academy.

III. Election Process

A. The Vice President of the Board of Directors shall be responsible for the election process, and shall follow the election process listed below:

1. In January prior to the Board meeting, create a secure web form with the form fields listed in Attachment A, Election Application Web Form Fields.

2. In January prior to the Board meeting, notify the MA community via email of the number of vacancies to be filled, the eligibility requirements for candidates, the Web form link, and a general timeline of the election process. Send reminder emails to the MA community in early February and early March.

3. From January through March, receive candidate submissions and schedule each candidate to meet with 1-2 Board Members so that each candidate may ask questions. Encourage each candidate to attend all Board meetings from application date through the April Board meeting.

4. In April prior to the Board meeting, if there are fewer candidates than vacancies, work with the Board to appoint candidates, scheduling an April Board meeting agenda item if necessary.

5. Schedule candidates to attend the April Board meeting and to present a five-minute statement of their interest to serve on the Board.

6. In April, if necessary, schedule a Q&A session for the MA community to ask questions of the candidates.

7. In the last week of April, conduct a five-day formal election using a third-party online election system, within the budget set by the CFO or approved by the Board of Directors. Those entitled to a vote includes each parent or legal guardian of a current MA student, each MA employees, and each MA student who is at least 18 years of age as of the election window. If a runoff is required, conduct a five-day runoff election in the first week of May using the same third-party online election system.

8. In May prior to the Board meeting, compile election results and inform the Board and the candidates of the results. The Board of Directors shall announce the names of the newly elected Board members at the May Board meeting. The Board of Directors shall send an

announcement of the newly elected members to the MA community after the May Board meeting.
9. Retain the election records for 30 days after the election, provided the election or the results of it have not been challenged. Should an election be contested, all records are to be retained until such time that the appropriate court allows them to be destroyed.

IV. Post Election Tasks
A. The Vice President of the Board of Directors shall be responsible for the following post election tasks:
1. Schedule elected candidates to attend the June Board meeting as non-voting members.
2. Create an agenda item to have the newly elected candidates sworn in as Board members during the June Board meeting and effective as of July 1. Have newly elected members sign the Board Code of Conduct Declaration, which is Attachment A to MA Board Policy 1514A.
3. Schedule elected candidates to complete new Board training within 3 months of appointment, as required and provided through CDE, legal, or another approved organization.

V. Related Documents
A. Monument Academy Bylaws
B. 1514A Board Code of Conduct
C. Attachment A: Election Application Web Form Fields

VI. Points of Contact
A. The following position shall serve as points of contact for the enforcement of this policy: Vice President of the Board of Directors and the Chief Operating Officer.

Monument Academy

Policy 1514B Attachment A
Election Application Web Form Fields

Question Text	Field Type	Required
First Name	Short Answer Text	Yes
Last Name	Short Answer Text	Yes
Email Address	Short Answer Text	Yes
Are you a parent or guardian of a student at Monument Academy?	Multiple Choice - Yes/No	Yes
Are you an employee of Monument Academy?	Multiple Choice - Yes/No	Yes
Are you an immediate family member of an employee to Monument Academy?	Multiple Choice - Yes/No	Yes
Do you have (1) a commitment to students and their education, (2) enthusiasm for Monument Academy and conviction in its purpose, (3) willingness to give time and energy to Monument Academy, (4) special skills to address specific management and needs of Monument Academy, (5) ability to represent the community and interpret community needs and views, (6) willingness to accept and support decisions democratically made, and (7) ability to represent Monument Academy to the community?	Multiple Choice - Yes/No	Yes

Question Text	Field Type	Required
Please attach a PDF essay of your qualifications to serve on the Board, your vision for Monument Academy, and/or the reason you are running for this position. Your essay will be published to the Monument Academy community. Please limit your essay to 500 words.	File Upload, PDF file type only, max files 1, max file size 10 MB. Files should upload to Google Drive.	Yes
Please attach a headshot photograph of yourself. Your photograph will be published to the Monument Academy community.	File Upload, image file type only, max files 1, max file size 10 MB. Files should upload to Google Drive.	Yes
The Vice President of the Monument Academy Board will be in touch with you regarding the next steps in the process.	Checkboxes - one box: "Acknowledged"	Yes