

## Board Elections Policy

As stated in the LCS By-laws two directors shall be elected by the members at the annual meeting and the other five Board members will be appointed by the Board of Directors. If no members apply for election, the Board reserves the right to appoint members to the two open positions or leave the positions open for one year.

- If the positions are left vacant, election by membership will occur the following year.
- Should board appointment occur, the board will ensure that two members represent the membership, whether already represented on the board or via the appointment.

### 1. Board Elections-Designation of Board Seats; Term; Staggered Elections

(a) **Designation of Seats.** The seven voting positions of the board of directors are hereby designated Seat A; Seat B; Seat C; Seat D; Seat E, Seat F and Seat G (where Seats F and G are the two directors elected by the LCS membership).

(b) **Term.** Each director shall hold his or her office for a term of three years.

(c) **Staggered Elections.** For the purpose of preserving institutional knowledge and for the initial election only, the term of the director holding Seat G will expire in one year. The term of the director holding Seat F will expire on the following year. Following years will be in accordance with the bylaws. The person receiving the most votes will be awarded Seat F.

### 2. Policy for Board Election Committee

An Election Committee, appointed by the existing BOD, with a minimum of 2 other parents or guardians will oversee the following:

- Each September (starting in 2013) a notice will be placed in the LCS Handbook informing parents that a seat or seats are up for election at the annual meeting of members.
- The notice shall reference the policies regarding qualifications, board elections, and procedures that can be found in the handbook.
- The notice shall state that anyone wishing to run for the board shall be requested to sign the board agreement at the first board meeting following the election.

· For Spring of 2013 a notice will be communicated via newsletters, school web posting, written postings in the school in January 2013 asking for parents and/or guardians who are interested in becoming board members to submit their application by January 31 to the Election Committee.

**Additional Notices.** Starting in January of each year notification will be posted parents through newsletters, school web posting, written postings in the school that Board elections will be held at the March Annual Meeting providing and seats are open for election. In the postings the following information will be made available: Board Candidate Qualifications; the seat or seats that are up for election; the date of the annual meeting of members; and that all board members are requested to sign the board member documents at the first board meeting following the election.

**Candidate Letter/Voting Information Distribution.** Two weeks prior to the annual meeting information regarding voting at the annual meeting shall be posted. The information shall include a letter from the board setting forth the dates for absentee voting, information on the annual meeting of members, and who is eligible to vote.

**Absentee Voting.** Numbered absentee ballots shall be made available for 5 days to include the day of the annual meeting of members. Members who wish to vote absentee may do so during the designated days prior to the annual meeting in the school's office during business hours. All absentee ballots shall be submitted by 4 P.M. on the day of the annual meeting. A list of people voting absentee shall be kept to ensure each member votes only once. Members voting by absentee ballot may do so in person or via email or fax. An email or faxed vote will be attached to a numbered ballot. Ballots may not leave the school office.

**Proxy Voting.** Because any member may vote absentee in the week prior to the election, proxy voting at the annual meeting shall not be allowed.

**Annual Meeting Voting.** When two seats are up for election, the two candidates receiving the most votes at the annual meeting (including absentee votes) shall be elected to the two positions. When one seat is up for election, the candidate receiving the most votes at the annual meeting (including absentee votes) shall be elected to the position. Ties shall be broken by the Board.

**Member to Take Office.** Members of the board of directors elected at the annual meeting of the members shall take office on the July 1 following their election. Between the time of their election and the time they take office, members-elect shall be invited to attend all meetings of the board of directors and to complete their Board Education training.