



Phoenix Academy OF ART & SCIENCE

Phoenix Academy of Art and Science Board of Directors Election Policies and Procedures

Excerpted from [Phoenix Academy Board of Directors Bylaws](#)

Election of Directors. Election of Directors shall take place as follows: The Board shall establish and publish election policies and procedures on the School's website.

- a. *Staggered Terms.* The election of Directors shall be in compliance with Minn. Stat. Section 124E.07 (or successor statute). Except for *ex officio* non-voting Directors, the Board of Directors shall be divided into two (2) classes of Directors. One class will hold office for two (2) years; and one class will hold office for three (3) years. The Board Secretary shall maintain a schedule of the classes and terms of office for all seats on the Board of Directors.
 - i. The Board of Directors shall consist of one (1) one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative and otherwise meets the criteria of a licensed teacher pursuant to Minn. Stat. 124E.07 Subd. 3 (b) (1-3); (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.
- b. *Eligible Voters and Voting.* To the extent required by applicable law, staff members and teachers who are employed by the School at the time of the election, teachers providing instruction under a contract with a cooperative, existing Directors of the Corporation, and parents/legal guardians of students enrolled at the School at the time of the election, may participate in the annual election of Directors. An individual who falls into multiple categories (i.e. parent/legal guardian who is also an employee of the Corporation) shall have the right to exercise one (1) vote.

The Board of Directors will determine the method for voting, which may include in-person election, written ballots, email or online voting, telephonic voting, or other method, provided that the Board of Directors will endeavor to implement a method of voting that is reasonably likely to enable participation by the maximum number of eligible voters.

- c. *Notice of Election.* Notice of the election shall be provided to all Eligible Voters by direct notice to Eligible Voters and by posting the election dates and voting procedures on the School website, at least thirty (30) calendar days prior to the election. Board elections must be conducted during the school year but may not be conducted on days when the School is closed.
- d. *Application Process.* Not more than one hundred eighty (180) days nor less than sixty (60) days prior to each election, the Board shall solicit applications for all of the Director positions to be filled at such election. No applicant will be eligible to run for a Director if, at the time of application (i) such person is under the age 21, (ii) such person is enrolled as a student in the Corporation, (iii) such person is a former employee of the Corporation who, within eighteen (18) months prior to any election, (A) resigned from such employment, (B) whose employment contract expired and was not renewed, or (C) whose employment was terminated, or (iv) such person, or an immediate family member of such person, has been a party to litigation or legal action adverse to the Corporation (but not including legal claims instituted by a parent of a student at the Corporation that involve the student's education) at any time during the five (5) year period prior to the application. The Board, or, if applicable, its Governance Committee, shall compile a list of applicants with a brief statement of their qualifications, their biography and a candidate statement and provide the list to the Board of Directors and all eligible voters at least 10 (10) days prior to the election. The candidates' names, biographies, and candidate statements shall also be posted on the School website at least ten (10) calendar days before the election.