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## BOARD OF DIRECTORS ELECTION POLICY

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### SECTION 1. BEN FRANKLIN ACADEMY

#### MISSION

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### VISION

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, the arts, and literacy. We will be a data-driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering social emotional development, character, sports, and nature.

#### PURPOSE

It is the duty of the Ben Franklin Academy (BFA) Board of Directors (Board) to maintain and promote the mission and vision of BFA. As such, candidates for appointment and/or election to the Board shall be sought who have demonstrated desire, characteristics, and quality, as well as add to the diversity of the Board to maintain and promote the mission and vision of BFA. These candidates will be held accountable for the success of the school.

### SECTION 2. SEATS

The Board shall be comprised of seven (7) seats labeled "Seat 1", "Seat 2", "Seat 3", "Seat 4", "Seat 5", "Seat 6", and "Seat 7". Seat 1 and Seat 2 shall be Class A directors. Seat 3 and Seat 4 shall be Class B directors. Seat 5, Seat 6, and Seat 7 shall be Class C directors.

#### BFA Director Terms Ending

Class A Directors	2024, 2027, 2030
Class B Directors	2025, 2028, 2031
Class C Directors	2026, 2029, 2032

### SECTION 3. TERM

Directors shall serve a term of three (3) years from the date of their election or appointment. If a director is appointed to fill a vacancy, they will serve the remainder of that term in that class, or until their successors are seated. A full three-year term shall be considered to have been served upon the passage of three (3) annual elections. Directors can be removed in the manner provided by the Colorado Revised Nonprofit Corporation Act.

### SECTION 4. ELECTION ARRANGEMENTS

The Board shall announce the Board seats up for appointment/election to the BFA community no later than the last day of February (“the February Communication”). Candidates for the seats to be filled by election must be nominated in writing to the Board prior to the regular March Board meeting. Candidates will be contacted by the Board to accept or decline the nomination and with instructions to complete a preliminary questionnaire prior to the March Board meeting. The Board shall distribute information about each candidate to all eligible voters at least one week before the regular March Board meeting (“the March Communication”). Candidates are expected to participate in a question-and-answer session the evening of the regular March Board meeting.

A Board Director, not running for reelection, shall be responsible for all election arrangements and shall follow the procedures dictated herein.

**A. Notice**

In the February Communication, the Board shall notify individuals in the School Voting Group of the date of the next Board election, the term of the Board seats open, the number of seats open, the eligibility requirements for candidates, the proxy voting procedures (if any), the nomination procedure, the application procedure, the deadlines of any voting related procedures, the means for voting, and any other voting procedures.

In the March Communication, the Board shall notify individuals in the School Voting Group of the eligible candidates for each seat, provide a means for the School Voting Group to vote, and specify any voting requirements. Whenever notice to eligible voters is given, such notice shall be sufficient if given by BFA’s normal means of communicating with parents, and BFA shall have no obligation to notify separately eligible voters who, through no action of BFA, lack access to or fail to receive such communications.

**B. Elections**

Seat 1, Seat 3, Seat 5, and Seat 6 shall be elected by the School Voting Group. Elections shall be completed prior to the regular Board meeting held each April to enable an announcement at the April meeting. The candidate(s) receiving the most votes will fill the available elected seat(s) on BFA’s Board.

In the event there is only one candidate nominated for a seat, the ballot shall include a “None of the Above” voting option. The candidate must receive a simple majority of the votes cast by the Parent Voting Group. In the event that any candidate does not receive a simple majority of the votes cast, then the nomination and election process will begin again.

In the event of a tie vote for a seat, a second ballot will be cast for that seat only, with only the tied candidates participating. Should a second tie occur, a result will be obtained by flipping a coin.

**C. Appointments**

Seat 2, Seat 4, and Seat 7 shall be appointed by a majority of the vote of the Directors. Such appointments can be selected from the Parent Voting Group, Board nominations, or the community at large. The seats shall be filled at the April Board meeting. If no candidate receives a simple majority vote of the Board, the Board may continue to accept and consider nominations.

**D. Director Eligibility**

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Candidates for election shall be nominated by a Director or parent from the School Voting Group. The nomination process shall be explained to the eligible voters in the February Communication. Only one person per family may serve on the Board at any one time. The Board shall not contract with Directors or family members of Directors. Neither Directors nor family members of Directors may be employees or independent contractors of BFA or serve as executive officers of the BFA Parent Teacher Organization.

**E. Eligibility of Voters**

The School Voting Group consists of each parent or guardian whose child(ren) attend(s) BFA and teachers currently employed at the school, and current full-time employees of the school. The School Voting Group includes the parents or guardians of children attending BFA's Preschool who are enrolled for at least 75% of the possible attendance days prior to the school lottery consistent with BFA's Enrollment Policy. The School Voting Group shall elect the directors filling Seat 1, Seat 3, Seat 5, and Seat 6. Each family within the School Voting Group can vote for one candidate for each available elected seat.

**F. Postponements**

In the event a regularly scheduled Board meeting is canceled or postponed for any reason, the deadlines mentioned herein shall be effective as of the date and time of the announced and posted Board meeting time.

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Reviewed by the Board: 01/15/2019  
Approved by the Board: 01/19/2021  
Approved by the Board: 01/18/2022  
Reviewed by the Board: 01/24/2023