

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 1 Board of Directors
<b>Title</b>	AP 1340 Election of Teacher Representative (Ex Officio)
<b>Number</b>	AP 1340 Election of Teacher Representative (Ex Officio)
<b>Status</b>	Active
<b>Legal</b>	Chávez/Huerta K-12 Preparatory Academy Board of Directors
<b>Adopted</b>	May 8, 2018
<b>Last Reviewed</b>	April 26, 2018

### Term of Office

The duly elected faculty member shall serve a term of one academic year (August – May) as the non-voting Teacher Representative (Ex-Officio) for their respective schools.

### Eligibility

Candidates must be nominated from faculty members from their respective schools and/or can submit their name for candidacy. Faculty members who accept the nomination for the non-voting Teacher Representative (Ex-Officio) position for the Board and/or who self-nominate must have 2 years teacher experience, be employed with CHPA for one full academic year before being eligible for the position and must be in good standing contractually.

### Election

Elections for the Teacher Representative (Ex-Officio) will take place during the week of professional development in the fall of the new academic year. Candidates for the non-voting Teacher Representative shall be voted in by faculty members of their respective schools. The faculty member shall be elected by a plurality (majority plus 1) vote of those voting in a regular election of the Teacher Representative (Ex-Officio). In the event of a tie, a subsequent new election will be held for the candidates who are tied in votes.

### Alternate

Elected faculty representative may have an alternate representative from their school colleagues at a Board meeting if s/he is unable to attend a scheduled Board meeting. Should this occur, the Teacher Representative must notify the Executive Director or the Executive Assistant of their absence prior to the Board meeting. Notification of Board absence must be made by noon of the regularly scheduled Board meeting. Otherwise,

no teacher representation will be allowed to speak for the school level at the Board meeting.

### Recall

The Teacher Representative (Ex-Officio) may be recalled in an election conducted in the same manner as the election to office. An election will be called upon a presentation to the Executive Director of a petition signed by at least 30 percent of the faculty members of the respective school at the time of filing the petition. No recall election will be held if the petition is received within 30 days prior to the end of the academic year (August – May).

### Vacancy

Upon notice to the Executive Director that a vacancy has occurred, the Executive Director shall call a special election. No special election will be called if the vacancy occurs within 30 days prior to the end of the regular Board term (August – May). The Teacher Representative (Ex-Officio) position shall become vacant if the faculty member becomes ineligible for the office, resigns, is recalled, or vacates the position for any other reason.

### Non-Attendance

A Faculty Representative may be removed from the position if s/he does not attend 3 consecutive Board meetings.

### Onboarding

Upon election to the position of Teacher Representative, the representatives shall be required to participate in the following onboarding process as well as continuous communications:

- Meet with the Executive Director to discuss:
  - Bylaws of CHPA
  - Sunshine Law
  - Roberts Rules of Order
  - Board Policies
  - Role of a Board Member and engaging colleagues they represent
- Develop a plan of communication with their colleagues they represent
- Meet with the Executive Director on a monthly basis to share information on the current status of CHPA as well as discuss Board Policies and Administrative Procedures and discuss concerns of faculty, problem solve and provide input on topics as necessary for shared decision making.

**Last Revised**      April 26, 2018