

I. BOARD GOVERNANCE

POLICY #8

PROCEDURES FOR SELECTION OF MEMBERS

Procedures are consistent with the bylaws of the governing board, section 2.01, Number and Qualifications, and section 2.02, Selection.

I. The governing board (GB) appoints board members.

II. Nominating Committee.

- **Membership:** The president of the governing board annually appoints a standing nominating committee (NC). The committee chair is a member of the GB. The committee includes at least one parent, one teacher, one staff member, one at-large member and the school director.
- **Responsibilities:** The nominating committee is responsible for (a) recruiting and maintaining a pool of candidates for board membership in accordance with criteria and qualifications set forth in Policy I.9; (b) preparing a slate of recommended candidates for open or new positions for appointment by the GB.
- The NC may revise the schedule for the nomination and appointment process.

III. Procedures

- **Nominations from NC members:** The NC solicits and receives nominations for the board year-round. Each nominee is required to submit a curriculum vitae and a statement of why he/she is interested in serving. There are no restrictions on the population from which nominees may be selected.
- **Nominations from the community:** For purposes of board nominations, the Ka'ōhao Public Charter School community is defined as each family having one or more children enrolled, teachers (HSTA Bargaining Unit 5), employed staff, and GB members. In addition to its own recruitment work, the NC encourages community members to recommend to the NC nominees (themselves or others) who meet the qualifications for board membership. The NC will consider community nominations for inclusion in its slate of candidates recommended for appointment by the GB. If a community member wishes to nominate someone for the board, he/she must obtain a statement signed by the nominee of willingness to serve if selected. A community nominee must submit the same information as an NC nominee. The nomination is submitted electronically (preferably Microsoft Word) to the chair of the NC at an email address to be determined. Hard copy may be submitted to the Chair of the Nominating Committee, Ka'ōhao Public Charter School, 140 Alala Rd., Kailua, HI 96734.
- The NC distributes to the community a Call for Nominations, which includes instructions and deadlines.

- Members of the NC may be nominees for board membership.
- The NC gives each nominee a statement of expectations for GB members. The NC may conduct interviews with nominees.
- The NC submits to the GB a slate of candidates for approval and appointment. There will be one candidate for each open or new position.
- The GB announces membership for the coming year. The announcement is posted on the website and in the newsletter.
- Terms of office are determined as set forth in Section 2.02 of the Bylaws.
- Unexpired Terms: Vacancies resulting from unexpired terms are filled by the GB in keeping with Section 2.05 of the Bylaws.

Approved: November 28, 2012

Amended: March 25, 2015, October 25, 2017