

Gayman Home & School Association Nomination Procedure

30 Calendar Days Prior to Executive Board Nominations:

The Nomination Committee will be appointed by the current GHSA (Gayman Home & School Association) President. Two (2) Volunteers will be asked to serve on this committee as co-chairs. No person interested in becoming a candidate for any office or a current member of the GHSA Executive Board may serve on the Nominating Committee. This committee should include the Principal.

14 Calendar Days after formation of the Nominating Committee:

The Nomination Committee will accept Nominations for the incoming GHSA Executive Board using the approved GHSA Executive Officer Nomination Form. Nominations will be accepted via email to GHSANOMINATIONS@gmail.com unless otherwise specified.

Any Nomination received with more than one (1) Executive Office Role will be returned for further clarification. Each Candidate may only be Nominated for One (1) GHSA Executive Office Role.

Nominations will remain open for 10 Calendar Days.

At the close of Nominations:

The Nomination Committee will create the announcement of all Nominees and their Nominated Officer Role for the GHSA Executive Board for school wide release. The announcement may be sent via email, the Gayman Elementary Website and any other school communication tool, when available.

School wide release may be sent by the Nominating Committee and/or a person designated by the Building Principal.

In the event of more than one (1) Nominee per officer role, it will result in an anonymous ballot. The nomination committee will remain intact until the completion of the Executive Board Officers having been voted on by current parents and/or guardians of a Gayman Elementary Student and Gayman staff.

Procedure for All GHSA Nominees

Requirements to be a Nominee on the Executive Board:

President - Must have held a position on the Gayman Home & School Association Executive Board for one (1) year prior to being Nominated for the role of President or have served one (1) year on any other elementary school Executive Board within the Central Bucks School System. If no one nominated meets this criteria, the current building Principal will appoint a current Executive Board member to fulfill the President Role and the Executive Board will approve.

First Vice President, Second Vice President, Secretary, Treasurer, Assistant Treasurer:

The only requirement to be a Nominee for the First Vice President, Second Vice President, Secretary, Treasurer and Assistant Treasurer roles are that you are a Parent or Guardian of a current Gayman Elementary School Student.

Following the Announcement of the GHSA Executive Board Nominees:

- 1) Following the Nomination Committee School Wide Announcement, Nominees may publicly discuss their Nomination. At no time prior to the school wide announcement may a candidate discuss or promote the Executive Office Role in which they are a Nominee.
- 2) All Nominees will be required to submit a statement (500 words or less) outlining the following:
 - a) Why are you the ideal person to fulfill the role in which you are Nominated for?
 - b) What strengths do you bring to the role you are Nominated for?
- 3) Nominee Statements will be collected from all Nominees, regardless of whether or not there are multiple candidates nominated for the role.
- 4) Nominee Statements may be sent via email to parents and/or guardians of current Gayman students by the School Secretary and to be posted on the Gayman Elementary Website.

Elections:

- 1) An Election of each office will be held at the May General Board Meeting starting with President, First Vice President, Second Vice President, Secretary, Treasurer, and Assistant Treasurer.
- 2) In the case of more than one candidate for an office, an anonymous ballot will be collected from everyone in attendance at the meeting. The President does not cast a vote. However, in the event of a tie, the President will ask for a second ballot and will cast a vote. An Absentee ballot will also be in effect.
- 3) If a candidate is not elected to the first office for which they were nominated, the candidate may submit their name to any office that has not yet been voted on and is an open position on the Executive Board.
 - a) The Nomination Committee is responsible for counting the ballots. Ballots will be counted in a secure location in the School Building. In order to remain a neutral party, the members of the Nomination Committee must vote by Absentee Ballot.

Absentee Ballots:

- 1) The Nomination Committee is responsible for counting the ballots. Ballots will be counted in a secure location in the School Building. In order to remain a neutral party, the members of the Nomination Committee must vote by Absentee Ballot.

- 2) Current Gayman Parents and/or Guardians and Gayman Staff Members may vote by Absentee Ballot if they are unable to attend the May Meeting.

How to cast an Absentee Ballot:

In order to cast an Absentee Ballot, a current parent, guardian, or Gayman staff member must go to Gayman Elementary School's Main Office between the hours of 8:30am and 4pm, Monday through Friday one (1) week prior to the May Meeting.

Once granted access to enter the school building, the Building Principal's Confidential Secretary will require the parent, guardian or staff member to provide them with your valid Driver's License. Once confirmed, the parent, guardian or staff member's name will be recorded and a ballot will be handed out. The ballot must be filled out in the main office and deposited into the ballot box. At no time may a ballot leave the school property. No proxy votes will be accepted.

How to vote at the May Meeting:

During the May Meeting, if any Officer position has more than one candidate, an anonymous ballot will be in effect. All parents and guardians of a current Gayman Student, and Gayman staff members will be given a ballot, with the exception of the Gayman Home & School Association President. The President does not cast a vote. However in the case of a tie, the President will ask for a second anonymous ballot and will cast a vote.

All ballots will be deposited into a ballot box and counted by the Nomination Committee in a secure location in the school building.

There will be no campaigning allowed at the May meeting.

Once Elections are finalized:

The newly appointed Officers will assume their responsibilities at the end of the school year. However, the newly elected Executive Board will be expected to attend the last Executive Meeting of the school year.

If an Officer Resigns from the Executive Board:

In the event that an Officer resigns during the current year, resulting in a vacancy, the Executive Board may decide to fill the position for the unexpired term at the next General Meeting. A special election will be held at that meeting for the specific purpose of filling that vacancy. If necessary, the President and/or Building Principal may appoint a person to fill the position in the interim, but only at such a time as the election can take place at the next general meeting.