

Board Appointment Procedure

A. Board Nomination Committee. When needed, the Board shall annually, commission and appoint members of a Board Nomination Committee (“BNC”), an advisory committee, to organize and administer the appointment of directors.

1. The Board shall determine any authority or responsibilities of the BNC in addition to those stated within this policy upon commission.
2. The BNC shall consist of the following members: A director, the Principal, and a member.
3. Once the Board has appointed members to the BNC, the members of the BNC shall determine its chairperson.
4. No Board candidate, spouse of a Board candidate, shall be a member of the BNC.

B. Candidacy. Candidacy shall be by self-nomination.

1. Directors of Addenbrooke Classical Academy (ACA) shall be natural persons at least eighteen (18) years of age or older.
2. Prior board experience is helpful but not required. Placing a high value on professionalism and the success of ACA is mandatory. The motivation for serving on the Board must be a desire to serve ACA's vision and mission in order to facilitate the educational success of its students.
3. Due to the inherent conflict of interest in having an employee of ACA on the Board, neither faculty nor staff, nor their spouses or immediate family members may serve on the Board. Immediate family members is defined as husband, wife, child, step child, or parent.
4. It is important for Directors to have a diverse set of competencies, e.g., law, finance, education, human resources, fundraising, technology, and real estate.
5. Two or more Directors should be parents of current students. At least one Director should not be a parent. At least one Director should be a community leader.
6. ACA will also seek Directors who are working or have worked as professionals in such careers as teaching (at the secondary or college level), business, human resources, development, real estate, military, government, law, or finance.
7. Those seeking to be considered as candidates must submit an abbreviated resume and a letter of interest to the BNC by the deadline provided by the Board

President. The Board may extend this deadline if an insufficient number of candidates are nominated by this date.

3. The letter of interest must state:
 - a) why they are interested in the position;
 - b) what they believe classical education is and why it is important
 - c) what they believe is the difference between a governing board and a managing board
 - d) what they believe are the strengths and weaknesses of ACA
 - e) what skills or expertise they bring to the position;
 - f) their commitment to sign the ACA Board of Directors Handbook, if appointed; and
 - g) their availability to serve the school and Board.
4. The BNC shall publish to the parents a list of candidates with their letters of interest and resumes no later than one week prior to the meeting scheduled to fill the director position.

C. Appointment process

1. The BNC chairperson shall present to the President a list of candidates for the open Board position no later than two weeks prior to the regular meeting when Board directors will cast their votes. The BNC will have vetted the list of potential candidates by confirming their eligibility for the position, lack of potential Conflicts of Interest, and willingness to sign the ACA Board of Directors Handbook, if appointed.
2. The President shall place on the Board agenda the consideration of a new Board director and the meeting noticed in the typical manner. The agenda item will detail the term for this open position.
3. At the meeting, seated Board directors will have opportunity to ask questions of the candidate(s) prior to their vote. The President will determine the length of time allotted for these questions.
4. All Directors shall be appointed by the Board. During the meeting, directors will vote by secret ballot, or if there is only one acceptable candidate, may vote by acclamation. Newly appointed directors must sign the ACA Board of Director's Handbook and then are able to participate in the rest of the Board meeting.
5. To be appointed, a potential new Director must satisfy the qualifications set forth in these Bylaws and receive a vote of at least two-thirds of the total number of

Directors serving on the Board at that time, at any regular or special meeting at which a quorum is present.

F. Vacancies. The Board may choose to, but need not, accept a director's resignation for it to become effective. A director may be removed from the Board and/or committees in accordance with Bylaws 3.5, 3.1, and 4.10.

1. In the event a director resigns, is removed, or for any other reason is unable to complete his term of service, the chairperson of the Board shall declare a vacancy at the next regular meeting of the Board.
2. For two weeks after the vacancy has been declared the Board shall accept letters of interest with resumes from all those interested in being appointed to the Board to fill the remaining term of the former director. All candidates must commit to sign the ACA Board of Directors Handbook upon appointment.
3. All letters of interest and resumes received during this two-week nomination period shall be included in the Board packets for the next regular Board meeting.
4. At the next regular Board meeting after the two-week nomination period has expired, the Board shall fill the vacancy for the remaining term of the former director from the candidates by majority vote of the remaining directors.
5. During the regular Board meeting in which the new director is appointed and immediately following appointment, the newly appointed director shall sign the ACA Board of Directors Handbook and shall take the former director's seat on the Board to serve the balance of the former director's term.

Adopted: