

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

---

**POLICY NP 204:**

**ELECTION OF BOARD MEMBERS**

**I. PURPOSE**

Nova **Classical**'s Bylaws lay out basic guidelines for the process of electing members to its Board of Directors. This policy restates those guidelines and adds additional details to ensure a consistent and well-thought out process for electing members to the Board.

**II. RECRUITMENT OF BOARD MEMBERS**

- A. The recruitment process for board members should be a year-round process in which each board member, parent or guardian, teacher, staff member or interested community member is encouraged to consider board service for themselves or others.
  - i. The recruitment process focuses on, but is not limited to, people already serving on board committees.
- B. To ensure that the Nova Classical **Academy** community is fully informed on board service at Nova Classical **Academy**, resource information on board service should be made available on a year-round basis in the board section of the Nova Classical **Academy** website.
- C. Within 90 days of the start of the fiscal year, the Board shall set a date for the next annual election of directors, and the Governance Committee shall submit a report with election recommendations including:
  - (1) A recommended timetable which sets forth all significant milestones for the next board elections;
  - (2) A summary of the last board election, with participation percentage and recommendations for improvement, including recommendations for increasing voter education and participation.

**III. ELECTION NOTIFICATIONS**

**The Board must publish election policies and procedures on the Nova Classical website. Additionally, the Board must notify eligible voters of the election dates and voting procedures at least thirty (30) calendar days before the election period begins and post information on the Nova Classical website.**

The Board must notify eligible voters of the candidates' names, biographies, and any additional candidate statements at least ten (10) calendar days before the election period begins. This information must also be published on the Nova Classical website at least ten (10) calendar days before the election begins.

#### IV. ELECTION OF BOARD MEMBERS

- A. Eligible Voters. The voters eligible to elect the members of the Academy Nova Classical's Board of Directors are:
- i. all staff members employed at the Academy Nova Classical, including teachers;
  - ii. all parents and legal guardians of students enrolled at the Academy Nova Classical;
  - iii. all current community members of Nova Classical's Board, and
  - iv. such other persons as may be required by law.
- B. Nomination Process; Notice of Election and Regular Meeting. At least ninety (90) days prior to the Academy Nova Classical's regular May meeting, the Governance Committee shall solicit nominations for all of the open Director positions ~~to be filled at the next regular meeting.~~ The Governance Committee shall be responsible for the administration of the annual election.

#### V. BOARD MEMBER TERMS OF OFFICE

- A. Terms of office for elected Directors shall begin on July 1st in the year of election.
- B. As authorized by Minnesota Statutes, section 317A.207, subdivision 2, the Board of Directors shall be divided into three (3) classes of Directors so that the terms of office of approximately one-third (1/3) of the Directors shall expire each year. The Secretary shall maintain a schedule of the classifications and terms of office for all seats on the Board of Directors.
- C. Directors may be reelected to successive terms and may serve simultaneously as officers.
- D. Terms of office for elected Directors shall not be less than two (2) years.
- E. All Directors shall hold office for three (3) years, or until their earlier death, resignation, or removal from office; except, that:
- i. A parent/legal guardian may serve as a Director only so long as the parent/legal guardian is not employed by Nova Classical and has a child enrolled at the Academy Nova Classical;

- ii. A licensed teacher employed by ~~the Academy~~ Nova Classical may serve as a Director only so long as they are so-licensed and employed, including that they provide at least 720 hours as a teacher at Nova Classical and do not serve in an administrative or supervisory capacity for more than 240 hours a year;
  - iii. An interested community member may serve as a Director only so long as they meet the statutory qualifications for such category and reside in the state of Minnesota and are not employed by Nova Classical nor have a child enrolled at Nova Classical;
  - iv. A Director must be at least twenty-one (21) years of age when their term begins;
  - v. A Director appointed to fill a vacancy shall hold office through June 30 of the school term in which their appointment occurs.
  - vi. ~~Directors may be reelected to successive terms and may serve simultaneously as officers.~~ Directors cannot be related parties, defined as an affiliate or immediate family member of the other interested party, an affiliate of an immediate family member who is the other interested party, or an immediate family member of an affiliate who is the other interested party; and
  - vii. Directors may not serve on the board of another charter school.
- F. The Board of Directors may exercise all its powers notwithstanding any vacancy or vacancies in its number.

**Legal References:** Minnesota Statute 124E.07

**Cross References:** Nova Classical Bylaws

**ADOPTED BY THE BOARD: 02/04/2019**

**REVISED BY THE BOARD: 01/31/2022**

**EFFECTIVE DATE: 01/31/2022**