

EDGEMONT SCHOOL DISTRICT, SCHOOL BOARD NOMINATING COMMITTEE  
RULES AND PROCEDURES

Adopted May 6, 1969

(Amended June 12, 1973; May 6, 1975; May 1, 1979; April 24, 1985; April 28, 1987;  
April 29, 1992; April 27, 1994)

Preamble

The purpose of the School Board Nominating procedure is to produce the best qualified people to serve the community. To achieve this, these Rules and Procedures entrust the responsibility for making nominations to a School Board Nominating Committee under a process designed to:

- (1) encourage qualified residents to make themselves available to serve;
- (2) establish a fair and judicious means for evaluating and recommending candidates for the School Board; and
- (3) make campaigning less necessary or less likely by ensuring a fair and open process for their nomination.

A. Organization of the Nominating Committee

1. The Committee

The Nominating Committee (Committee) is charged with interviewing and recommending residents for the annual elections of the Board of Education of the Edgemont Union Free School District of Greenburgh (the Edgemont School District).

2. Members of the Committee

The Committee shall consist of two members from each of the following designating organizations:

Central Park Avenue Civic Association	Greenridge Association
The Cotswold Association, Inc.	Longview Civic Association
Edgemont Association	Northern Greenville Association
The Edgemont Community Council, Inc.	Southern Greenville Association
Fort Hill Association	

and one member from the Edgemont High School Student body.

3. Additional Members of the Committee

If any additional civic association is subsequently formed and is recognized as

such by those voting at the Annual Meeting of the Edgemont Community Council, Inc. it shall be entitled to two (2) members, unless otherwise determined by voters at said meeting.

#### 4. Designation of Members of the Committee

(a) The designees of any participating organization other than the High School Student body must first be nominated pursuant to the by-laws of his or her organization and then elected at the Annual or an open meeting of the organization after due notice to its members under the organization's by-laws. "Due notice" shall consist of two (2) announcements placed in the Edgemont Newsletter by the Edgemont Community Council. The first announcement must include the date by which and the appropriate names and addresses to whom candidates for the Nominating Committee should be submitted. The second announcement must include the dates and places of the meetings at which elections will be held and the names of all candidates previously submitted who will be considered for election.

(b) In addition to the designees elected each year, each organization shall elect one (1) and, if possible, two (2) alternate designees for a one year term. Alternate designees must be chosen in the same manner as original designees, as provided for in A.4 (a) above. In the event the alternate designees cannot serve, a new alternate designee shall be chosen by vote of the Board of Directors of the designating organization to serve until the next Annual Meeting of the organization. The alternates will be required to meet all requirements of the actual members.

(c) All designees shall be certified to the Secretary of the Committee by the President and Secretary of the designating organization as soon as practical after the election.

(d) If an organization does not comply with the foregoing requirements, its designees shall not serve as a member of the Committee.

#### 5. Term of Members of the Committee

(a) Each member of the Committee shall serve for a term of two (2) years.

(b) Alternate designees shall complete the unexpired term of a resigning or disqualified member in accordance with the requirements in A.4 (b) above. Such designation must be made prior to the date of the first Interview Meeting of candidates for nomination to the School Board.

(c) Additional associations entitled to two (2) members shall, initially, designate one such member for a one (1) year term and one such member for a two

(2) year term.

(d) A member after a two-year term, or any portion thereof that includes two consecutive years of Committee interviews, shall not be eligible to serve on the Committee until a period of three (3) years has elapsed from the last date of his or her service.

6. Spouses of Members of the Committee

A spouse of a prior member of the Committee shall not be eligible to serve as a member of the Committee until a period of one (1) year has elapsed from the last date of service of such prior member. Spouses shall not serve concurrently.

7. Qualifications of Members of the Committee

(a) Members of the Committee shall be residents of the School District for at least three (3) years at the date of their designation to the Committee

(b) A spouse of a current School Board member shall not be eligible to serve as a member of the Committee.

(c) Presidents and Vice Presidents of any designating organization are not eligible to serve as members of the Committee.

8. Voting Rights and Duties of Members of the Committee

(a) Each member shall have one vote. Proxies shall not be allowed.

(b) Members shall be free to exercise their sole discretion and judgment in serving as a member of the Committee.

(c) Members must attend a minimum of three (3) School Board meetings per year from the date of the member's election (i.e. May/June) through the start of the interviewing process. Members in attendance at School Board meetings shall sign in with a designated Edgemont Community Council representative, who over the course of the year will track attendance to ensure compliance with this standard. Attendance at fewer than three (3) meetings will result in the member becoming ineligible for the nominating process.

(d) All Committee members shall keep in strict confidence all deliberations of the Committee.

9. Chairperson of the Committee

(a) The President or acting President of the Edgemont Community Council, Inc. shall be Chairperson of the Committee unless also a member or a spouse of a member of the School Board. His or her term shall be limited to two (2) years.

(I.) In case of ineligibility the Edgemont Community Council shall appoint the First Vice President of the Council to serve as Chairperson. The designee shall meet all eligibility requirements established for the Chairperson. In case of further ineligibility, the Edgemont Community Council shall appoint a Chairperson in accordance with rules of succession of the Council.

(c) The Chairperson of the Nominating Committee shall not be the Chairperson of the Rules and Procedures Revision Committee in the same year.

#### 10. Role of the Chairperson of the Committee

(a) The Chairperson shall have no vote.

(b) The Chairperson shall:

(1) preside at all meetings of the Committee;

(2) conduct such meetings in accordance with accepted parliamentary procedure;

(3) see that the proceedings are carried out impartially, particularly:

(i) that each interviewee is given an equal opportunity to present his or her views, and

(ii) that no discussion take place in the Committee with respect to any interviewee at any time prior to the general discussion of the merits of all persons interviewed;

(4) not independently interrogate interviewees;

(5) not express his or her opinion on the merits of any person interviewed;

(6) provide each member of the Committee with a copy of the history and bylaws of the Committee; and

(7) write to the presidents of the designating organizations requesting that they ask their boards to urge qualified residents to seek

nomination to the School Board.

#### 11. Preliminary Meetings of the Committee

(a) By October 1, the President of the Edgemont Community Council shall write to the Committee members notifying them of their responsibilities and of the date of the Organizational Meeting. The Organizational Meeting shall be convened no later than November 15 and earlier, if possible. A representative of the School Board may be invited to this Organizational Meeting to assist in the orientation of the Committee.

(b) An open meeting, to which all residents of the community are invited, shall be convened no later than December 15. The purpose of the open meeting is:

(1) to explain the history and procedure of the Nominating Committee, and

(2) to provide any resident with the opportunity to express his or her views on desirable qualities for School Board members and the areas and concerns a potential School Board member should be able to address.

(c) These sessions of the Nominating Committee shall be open to the public. Planning sessions should include a discussion and plan for interview questions.

#### 12. Secretary of the Committee

(a) The Committee shall elect an Assistant Secretary who shall serve as an assistant to the current Secretary for the current school year and who shall serve as Secretary for the next succeeding school year.

(b) The Assistant Secretary shall serve as Secretary, in the event of the resignation or disqualification of the Secretary, for the remainder of the current school year and without limiting the right of such Assistant Secretary also to serve as Secretary for the next succeeding school year.

(c) The Committee, at its discretion, may elect a new Assistant Secretary for the current school year in the event the elected Assistant Secretary shall be required to serve in place of a resigning or disqualified Secretary.

(d) All rules promulgated by the Committee at their preliminary session or any session thereafter shall be reduced to writing and distributed by the Secretary to all Committee members and alternates before they can take effect.

## B. Nominating Process

### 1. Date of Open Nominating Meeting

The Committee shall select a date for an Open Nominating Meeting for the purpose of receiving names of suggested residents. The Open Meeting shall be held on or before February 1.

### 2. Publication of Open Nominating

(a) On or before January 5, the Secretary shall publicize by direct mail, and by any other practical means, to all residents of voting age the date and place of the Committee's Open Nominating Meeting, the positions of the Board of Education to be filled at the next District election, the names of all members of the Committee, and shall invite all residents of the District to submit names of residents for such positions.

(b) Such publicity shall state whether each incumbent of the Board of Education whose term is expiring is willing to serve an additional term.

### 3. Request for Interviews

(a) A request for an interview must be in the form of a letter to the Secretary, and received before the date of the Open Meeting.

(b) Such letters shall contain:

(1) A brief biographical sketch of the resident including his or her address:

(2) his or her education;

(3) his or her occupation,

(4) his or her participation in civic affairs

(5) the length of time he or she has resided in the District;

(6) the grades which his or her children presently attend;

(7) the years of graduation of any children who formerly attended District Schools;

and

(8) a statement that the resident has been consulted and has expressed his or her willingness to serve if nominated and elected.

(c) No member, or spouse of a member, of the Committee shall write a letter of nomination for any interviewee; no member of the Committee shall write a letter of comment regarding any interviewee, but a spouse of a member may write a letter of comment.

(d) If any member or the spouse of a member is to be interviewed, such member shall be disqualified from acting further as a member of the Committee unless such member or spouse shall withdraw his or her name for an interview.

#### 4: Procedure at the Open Meeting

At the Open Meeting of the Committee, the Chairperson shall announce the names which have been presented and shall read the letters requesting interviews with the Committee. Any resident of voting age, present at the Open Meeting, may suggest additional names provided he or she complies with paragraph 3 of section B.

#### 5. Procedure After the Open Nominating Meeting

(a) On or before February 15, the Secretary of the Committee shall publicize the names of all residents recommend (by means of local newspapers and the earliest possible Edgemont Newsletter) along with a statement that letters of comment regarding any of the residents must be received prior to March 1.

(b) All members of the Committee shall receive copies of all attributable information about candidates in writing and signed by sender. This includes, but is not limited to, all letters of comment as well as letters requesting an interview, and shall be made available to each member of the Committee and to the person named in the letter, as soon as possible after receipt and shall be kept confidential.

(c) The Committee shall meet as often as a majority of its current membership considers necessary to conduct interviews and discuss nominations.

(d) At or before the Open Meeting, the Committee shall announce dates for Interview Meetings and a Voting Meeting at which the vote on persons interviewed shall be held. This Voting Meeting shall be held after all interviewees have been given an opportunity to meet with the Committee and at least thirty (30) days prior to the election.

(e) If at any time between the Open Meeting and the Voting Meeting the number of persons to be interviewed becomes equal to or fewer than the number of vacancies, the Committee shall set aside a two week period and ask the community to recommend additional residents. Additional Interview Meetings may be scheduled if required.

(f) Members of the Committee shall be free to receive information about candidates.

#### 6. Procedure at the Voting Meeting

(a) A member of the Committee must attend each Interview Meeting to be able to cast a vote at the Voting Meeting.

(b) A quorum shall be required in order to hold the Voting Meeting and shall consist of at least two-thirds (2/3) of those eligible to vote at the Voting Meeting.

(c) The main function of the Committee shall be to recommend persons to fill the existing number of vacancies in a given year. The Committee may, however, by a two-thirds (2/3) vote of its total membership, decide in a particular year to designate fewer designees for the number of vacancies that exist in that year.

(d) Nomination of a designee shall require the affirmative vote of at least one-half (1/2) of the Committee membership present and eligible to vote. A separate ballot shall be cast for each vacancy (with the longest terms to be voted first), but such vacancy shall not be designated by the name of the present occupant or referred to in that manner. Balloting for each vacancy shall continue until a person shall have received the required number of votes.

#### 7. Open Forum

After the Nominating Committee has made its selection at its Voting Meeting and before the election, it shall sponsor a forum for those individuals selected by the Committee and those running independently who wish to appear. All questions addressed to the candidates at this forum must be submitted in writing to the Chairperson of the Nominating Committee, who shall have discretion as to their disposition.

#### 8. Effect of These Rules and Procedures on Statutory Nominating Procedures

Nothing in this document shall be deemed in any way to deny or limit the nomination of candidates for office of Member of the Board of Education pursuant to the provision of Section 2018 of the Education Law of the State of New York, or any successor thereto, from time to time in effect.

### C. Procedure for Changes in Rules and Procedures of the Committee

#### I. Rules and Procedures Revision Committee

A Committee, to be composed of the outgoing members of the current School

Board Nominating Committee, can be activated by a motion duly adopted by a majority of those present at the Annual Meeting of the Edgemont Community Council, Inc. or thereafter by a vote of the majority of the entire Board of Directors of the Council. In the event the outgoing member of any organization is unable to serve, the organization shall appoint a replacement, who has previously served on a School Board Nominating Committee, but it shall not name a current member.

2. Chairperson of the Rules and Procedures Revision Committee

The Revision Committee shall be chaired by an appointee of the Edgemont Community Council, Inc. who has been a member or past Chairperson of the Nominating Committee. The Chairperson shall:

- (a) have no vote;
- (b) not be the Chairperson of the Nominating Committee for the same year;  
and
- (c) not have served as Chairperson of the most recent Revision Committee.

3. Proposals for Change

Proposals (whether or not presented by the Revision Committee) for change in these Rules and Procedures shall be distributed in primed form to all residents of the District at least ten days prior to the Annual Meeting of the Edgemont Community Council, Inc. No vote for any change shall be taken with respect to any proposal not so distributed. All qualified proposals may be voted on by those present; a vote by a majority of those present shall be required to approve any such proposal.

D. Interpretation and Enforcement

The Board of Directors of the Edgemont Community Council shall be charged with the interpretation and enforcement of these laws.