



To: Brookdale Parents

From: Brookdale HSA Executive Board

Date: April 11, 2019

Subject: **Brookdale HSA Executive Board Election Procedures/Officer Candidate Application**

Last evening at our HSA membership meeting, the proposed revised bylaws of the Brookdale HSA previously distributed on March 27, 2019 were unanimously approved by the membership.

The Brookdale HSA Executive Board will be appointing an Election Committee. The committee will be comprised of an appointed chair, class parent representative(s) and one member at large. If you are interested in serving on the Election Committee, please email the HSA Executive Board at board@brookdalehsa.org.

Attached you will find the procedures for the upcoming election, the election cycles for the Spring 2019 and 2020 election, and an officer candidate application. Interested candidates for election should submit their application by email to brookdalehsaelections@gmail.com no later than April 30, 2019 at 5 p.m. The list of candidates and the office for which they are applying will be distributed to the membership on May 1, 2019. Voting will take place at our May HSA meeting which is May 15, 2019.

Please note, as stated in the attached Brookdale HSA Executive Board Election Procedures, there will be no campaigning for elected Brookdale HSA Executive Board roles.

Thank you.



Brookdale HSA Executive Board Election Procedures

- Brookdale HSA Executive Board Election will be overseen by the Election Committee comprised of an appointed chair, class parent representative(s) and a member at large.
- Election Committee Members may not be candidates for election.
- Election Committee Members will oversee the distribution and collection of Candidate Application forms to all members.
- Each candidate will include a candidate statement which shares their experience related to the position, their reason for interest and the vision for HSA.
- Distribution of a list of candidates and their Candidate Statements will be distributed to Membership at least two weeks prior to election.
- All candidate information will be distributed by the Election Committee.
- There will be no campaigning for elected Brookdale HSA Executive Board roles.
- Candidates may not use Brookdale HSA email database to distribute campaign materials.
- Each Candidates candidate will be provided an opportunity to speak to the membership on the evening of the election. All speeches will be kept to a three minute time limit.
- Election of officers will occur by all members in good standing and present at the time of the vote.
- Voting will occur by ballot and the candidate receiving the most votes for each position will be deemed elected.
- Interest candidates for election will submit their application by email at brookdalehsaelections@gmail.com or by hard copy to the Brookdale Main Office.



Brookdale HSA Executive Board Transitional Election Cycles for Spring 2019

President: Currently elected Co-President becomes a title change to President and fulfills the second of the elected two-year (18-20) term.

Vice President: To be elected for the 19-21 school years.

Secretary: Currently elected Recording Secretary becomes the title changed role of Secretary and fulfills the second year of the elected two-year (18-20) term.

Collecting Treasurer: Currently elected Collecting Treasurer is fulfilling the second year of the elected two-year (18-20) term.

Dispersing Treasurer: Currently elected Dispersing Treasurer is fulfilling the second year of the elected two-year (18-20) term.

At-Large Positions:

Membership Engagement Chair: Newly elected one-year position to serve in the 19-20 school year.

Class Parent Liaison: Newly elected one-year position to serve in the 19-20 school year.

Brookdale HSA Executive Board Transitional Election Cycles for Spring 2020

President: To be elected to serve for the 20-22 school years.

Vice President: To serve the second year of the elected two-year (19-21) term.

Secretary: To be elected to serve for the 20-22 school years.

Collecting Treasurer: To be elected to serve for the 20-22 school years.

Dispersing Treasurer: To be elected to serve for the 20-22 school years.

At-Large Positions

Membership Engagement Chair: To be elected to serve in the 20-21 school year.

Class Parent Liaison: To be elected to serve in the 20-21 school year.



Brookdale Home and School Association Executive Board

Officer Candidate Application Form

Name:	Date:
Position:	Term of Office:
<p><u>Related Experience:</u> Please share below your related professional or volunteer experience in no more than 100 words.</p>	
<p><u>Candidate Statement:</u> Please share below your reason for interest in serving on the Brookdale HSA Executive Board in this capacity and your vision for Brookdale HSA in no more than 250 words.</p>	