

UCEN Board Member Operations and Recruitment Policy **Board Member Operations**

Rules of Order

The business of the UCEN Board of Directors (the “Board”) of Oasis Public Charter School (the “School”) at its meetings will be conducted in accordance with the rules of order as determined by the Chair that will most effectively balance the goal of allowing full expression of comments by Directors and the public with the goal of having productive meetings within the time constraints of the meetings. Any member may rise to a point of order under these rules, which action shall take precedence over all other business before the Board.

Polling of Board of Trustees

Voting on resolutions shall be by the polling of voting Board members. The minutes shall record the person making the motion, the person seconding it, and the number of Directors voting for and against the motion or abstaining, as well as the number of Board members who are absent. Secret ballots and proxies are prohibited.

Board Member Compensation and Reimbursement of Actual and Necessary Expenses

Board members shall serve without compensation. Board members may, however, be reimbursed for actual and necessary expenses related to school business in accordance with the school’s fiscal policies and budget.

Officers, Directors and School Liability Insurance

The School will maintain adequate insurance to protect the School against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the School and its Board members or officers while acting on behalf of the School.

Appointment of Board Committees

Consistent with the charter, bylaws, and any other applicable provisions of contract or law, the Board may appoint committees for any purpose deemed appropriate by the Board. The resolution establishing the committee shall clearly define the range of the committee’s responsibility and authority, and shall specify whether the committee shall be a standing or limited-term committee. In meeting and carrying out designated purposes, any such committee shall comply with any applicable legal or contractual requirements. Specifically, unless otherwise specified in Board by-laws, parent/teacher associations and/or parent committees shall be advisory only.

Board Election/Nomination Process

The Board shall carry out its election and nomination process consistent with the requirements of its charter and bylaws. Should the charter and bylaws not address any issue which may arise, the Board may adopt regulations which address such concerns. Should the Board wish to alter its election or nomination process, it must do so consistent with any requirements of its charter, unless the charter is revised.

Board Member Resignations

Board members may submit a resignation at any time during their term but should give due consideration, as to the timing of the resignation, concerning the impact the resignation may have upon the Board. While a resignation must be acknowledged by the Board at the next regularly scheduled meeting following notice of the resignation, assuming it may be properly agendized, a Board member's resignation need not be accepted by the Board. The resignation becomes effective once brought to the attention of the Board.

Board Member Removal From Office

A Board member may be removed from office by vote of the majority of the Board following a motion made in open session for the removal of the Board member. A motion to remove a Board member may not be made in closed session.

Board Member Recruitment Process

Formal announcement each year in March and April (May is the annual meeting)

New board in place June meeting (Board officers voted in June meeting)

Announced via Parent Square, Social Media, email contact list, press release, ad in the newspapers. The announcement shall include the date of the Governance meeting date and time. The date of the board meeting where board members will be selected. The duties of the board member. Expectations, terms and responsibilities, and qualifications (financial interested board members, conflicts of interest, disclosures) ,as well as officer duties.

An email and phone call confirmation of the application is received. The executive director will send Board bylaws and expectations to all applicants and add to a master list of applicants.

Understand that a board member that is not voted on at the appropriate time must renew at the designated yearly time to add board members or the term will expire.

Posting the process and timelines at the school, on the website, on parent square on social media.

When the time comes for the governance meeting, the candidates that applied will be contacted via phone and email to confirm their invitation and acceptance to the governance meeting to be interviewed. They will be provided the meeting date for the Board meeting in which they will be voted on.

Form 700 and documentation needed from the board members will be provided and filled with Oasis.

Training will be set up yearly so that Brown Act, Conflict of interest, and Board training can occur. The board will meet to discuss goal setting and vision setting for Oasis each year.

In the event that a board member resigns or is terminated, the Board holds the right to begin the recruitment process to fill its vacant position.