

## **OTA Election Subcommittee Recommendation**

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Prepared by David Cain, Chair

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The OTA Election Subcommittee (the "Committee") was formed by motion and vote of the OTA Board/TVLC OTA Site Council (the "Board/Site Council") to complete the following mission:

*Develop Board/Site Council composition recommendation, election plans, and promote and conduct fall 2015 elections.*

The Committee reduced the mission to these three tasks:

1. Develop Board/Site Council composition recommendation;
2. Develop election plans; and
3. Promote and conduct elections.

Recommendations related to the first two tasks were reached by consensus of the Committee, and are provided herein. Recommendations are not provided for the final task, which is a future charge of the Committee.

While this recommendation addresses the tasks outlined above, the Committee did not consider questions of attrition. The Committee recommends that the Board/Site Council carefully consider the process for filling vacancies. Such vacancies may be created through resignation or removal, both of which should be considered and thoughtfully addressed in the school's governing documents.

## Task 1: Develop Board/Site Council Composition Recommendation

1. Board/Site Council Size – The Committee recommends a Board/Site Council comprised of up to twelve (12) members, including eleven (11) voting members and one (1) non-voting member. Because voting members will include OTA staff members and the non-voting member will be a student, restrictions regarding voting on specific issues will apply as indicated by OTA governing documents, best practices, and any legal considerations, including but not limited to restrictions imposed or implied by the Brown Act or employment law.

2. Appointment v. Election – The Committee recommends that:

- a. The current principal of OTA be appointed;
- b. OTA parents elect one (1) teacher nominated by OTA teachers (amendment of the OTA Charter may be required);
- c. OTA parents elect five (5) parents nominated by parents, including self-nomination;
- d. The Board/Site Council appoint up to four (4) members who bring specific desired skill sets to the board; and
- e. The Board/Site Council appoint one (1) non-voting eighth-grade student nominated by the principal.

3. Staggered Terms – The Committee recommends staggered terms. To accomplish this, the Committee recommends that the next election be conducted to fill seats with the following terms, determined by lots:

- a. Two (2) seats: 3-year term;
- b. Two (2) seats: 2-year term;
- c. One (1) seat: 1-year term; and
- d. Teacher seat: 3-year term.

The Committee recommends that appointed seats carry terms of three (3) years, or as determined on a case-by-case basis by the Board/Site Council to achieve proper term staggering.

4. Disinterested Parties – The Committee recommends that Board/Site Council include disinterested parties as appointees. For the purposes of this recommendation, the term "disinterested parties" means persons who are not parents, teachers, staff, students, employees, or contractors of OTA or TVLC. The Committee believes that involvement from the society at large is good for the growth and maturation of OTA, and will ensure creative thinking and a diverse Board/Site Council.

## Task 2: Develop Election Plans

1. Election Schedule – TVLC bylaws call for annual elections in the Fall. Based on the current state of transition in the 2015-2016 school year, and the desire to allow new families to become acclimated to OTA before conducting elections on a going forward basis, the Committee recommends that elections be held annually in the Spring on the following rough schedule:

- a. February – Nominations
- b. March – Elections
- c. April – Announce and present new Board members at annual gala
- d. Gala through end of year – Board member shadowing/training
- e. Last day of school – New board members take office

2. Election Mechanics – The Committee recommends leveraging TVLC election materials as samples, and has requested support from TVLC in the form of prior election materials and voting practices.