



HuaXia Chinese School at Bergen, Inc.

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Huaxia Chinese School at Bergen (HXBG)

2023 Board Director Election Guidelines

I. Mission:

1. Search for and recommend candidate(s) for new Board Director (BD) to HXBG Board.
2. Collect materials to determine the eligibility of the nominees.
3. Notify all eligible candidates of their nomination, prepare voting ticket and put candidate's name on the ballot.
4. Treat all candidates equally.

II. Timelines:

1. March 19, 2023 - The approval of the guidelines by the board.
2. March 20– April 9 2023 at 11:59pm. - Nomination period and deadline of BD
3. April 9, 2023 – Board meeting
Introduce the BD candidates to the general membership, Self-introduction and Q&A.
4. April 23, 2023, BD election and results (on site).
5. April 24– May 1, 2023 at 11:59pm. - Nomination period and deadline of Board Officers.
6. May15, 2023– Board meeting: election of Board Officers.

III. Eligibility:

1. A current member of HXBG.
2. A non-member who is interested in promoting Chinese education. Such individual shall be nominated for election to the Board by the incumbent Board of Directors.

IV. Qualifications and Duties:

1. Follow HXBG By-laws and all rules and regulations.
2. Have character, integrity and be willing to voluntarily serve HXBG with passion and enthusiasm.
3. Be committed to promote a healthy and harmonic environment for the growth and development of the School.
4. Have demonstrated capabilities and/or experiences to work with others with respect, ethics and collaborative attitude.
5. Possess willingness and ability to make an enough time commitment to the affairs of the School and the responsibility of the Board including regular attendance and voting at Board meetings.

V. Procedures:

A. Nomination

1. Any nomination must be presented with the nominee's consent.
2. A candidate shall be nominated by a current Board Director. Each Board Director can only nominate one. A brief bio of the nominee should accompany the nomination. All nominations shall be endorsed by the Board of Directors.
3. Additional nominations may be made at the election meeting of the Membership by a petition signed by a majority of the membership (see HXBG by-law Article VII, clause C).

B. Voting

1. The election shall be presided over by the President, or any other Director who is not up for re-election.
2. All votes are anonymous. A voting ticket will be designed and prepared by the Board. Each member could only have one ticket and vote once.
3. There shall be no proxy voting at such election. Each Director shall be elected by a plurality of the Members present and voting.
4. The results will be verified and filed.

VI. Nominations and Elections officers:

1. Any nomination must be presented with the nominee's consent.
2. A candidate shall be nominated by at least one Board members other than him/herself. Each Board Director can only nominate one officer position. A brief bio of the nominee should accompany the nomination.
3. All votes are anonymous. A voting ticket will be designed and prepared by the Board. Each Director could only have one ticket and vote once.
4. There shall be no proxy voting at such election. Each Officer shall be elected by a majority of the Directors present and voting.

VII. Resignation, Appointment and Special Election of Directors:

Any vacancy occurring in the membership of the Board of Directors may, but need not, be filled for the unexpired term by majority vote of the members of the Board of Directors present at a special meeting called for that purpose by the President (see HXBG by-law Article V, clause B6).

VIII. Appendix:

The Rules and Regulations regarding Ticket and Voting

To be furnished upon the decision of the method of voting being made.

