



HuaXia Chinese School at Bergen, Inc.

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<http://www.hxbg.org>

Huaxia Chinese School at Bergen (HXBG)

2020 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. February 16, 2020 - The approval of the guidelines by the board.
2. February 23 – March 22, 2020 at 11:59pm. - Nomination period and deadline of BD
3. March 29, 2020 – Board meeting
Introduce the BD candidates to the general membership, Self-introduction and Q&A.
4. April 12th, 2020 – Membership meeting: BD election and results.
5. April 12 – April 26, 2020 at 11:59pm. - Nomination period and deadline of Board Officers.
6. May 3rd, 2020 – Board meeting: election of Board Officers.

III. Eligibility:

1. A current member of HXBG, or
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. Appendixes:

- A. The Rules and Regulations regarding Ticket and Voting
- B. The Sample Ballot
- C. The Voting Process Map
- D. The Rules and Regulations regarding Campaign

VIII.1 Appendix A. The Rules and Regulations regarding Ticket and Voting

Huaxia Bergen School Notice

尊敬的各位家长，老师和校务人员：

华夏博根中文学校 2020 年董事换届选举大会将于 4 月 12 日在中文学校举行，具体安排如下：

- (1) 领票 / 投票 (4 月 12 日 9:45 am – 12:00 pm, 学校北餐厅)
- (2) 唱票 / 宣布选举结果 (4 月 12 日 12:00 – 1:00 pm, 学校北餐厅)

根据学校章程，符合以下条件的会员可以参加投票：

1. 年满十八岁的在校注册学生（至少每学期一门课）；
2. 不满十八岁的在校注册学生的登记在册的父母，祖父母或者合法监护人（每家最多两票）；
3. 在职老师，教练，校务工作人员，学校顾问；
4. 现任董事

所有会员必须本人凭有效证件到现场领取选票，选票由董事会和校委会成员对照学生注册信息签发。会员领票后当场投票，一人一票，无代投。

希望大家预留时间踊跃参加投票，自觉遵守投票规则，以保证本次选举的顺利进行！

华夏博根中文学校董事会

2020 年 3 月 29 日

Dear Parents, Teachers and School Administrative Staff:

The 2020 Board of Directors election meeting will be held on April 12, 2020. Following is the detailed schedule:

- (1) Voting (04/12/2020, 9:45 am – 12:00 pm, school north cafeteria)
- (2) Vote counting/announcement of election results (04/12/2020, 12:00 – 1:00 pm, school north cafeteria)

In accordance to school bylaws, the following qualified members can vote to elect the BD members:

1. A student over age 18 who is registered in a minimum of one class per semester.
2. An enlisted parent, legal guardian or grandparent of a student under age 18 who is registered in a minimum of one class per semester (maximum two votes per family).
3. A current teacher, program coach, or administrative staff member.
4. A current member of Board of Directors

All members must present a valid ID in order to receive the vote which will be issued by responsible BD and School Administrative members according to the student registration information. The member must vote onsite, one member one vote, no substitution.

Please reserve your time to join the meeting. Your attendance and collaboration are greatly appreciated!

School Board of Directors
March 29, 2020

VIII.2 Appendix B. The Sample Ballot

华夏中文学校博根分校
Huaxia Chinese School at Bergen
2020-2021 董事会成员年度换届选举选票
Vote for Board of Directors

年度换届选举董事会成员候选人(名字顺序按姓氏第一个字母排列):

Candidates for Annual Election of Board of Directors for term of three years 2020-2023(Ordered by last name):

(请选择不超过3位候选人*) (Please select no more than three candidates*)

如果选择超过3位, 这部分的选票视为无效。

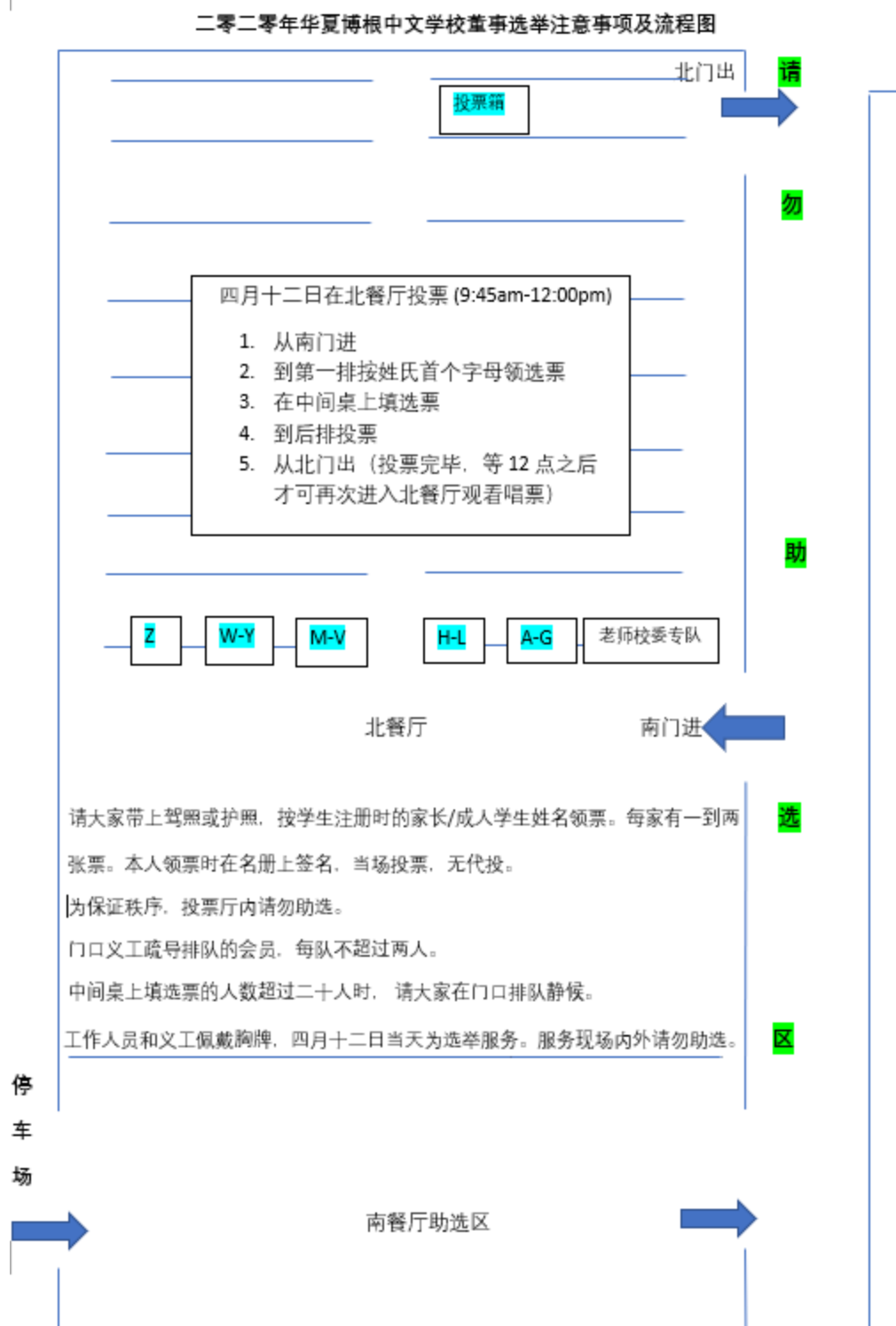
* If more than three candidates are selected, this section of the vote is void.

1	English Name (中文名)	
2	English Name (中文名)	
3	English Name (中文名)	
4	English Name (中文名)	
5	English Name (中文名)	
6	English Name (中文名)	
7	English Name (中文名)	

时间: 2020年4月12日

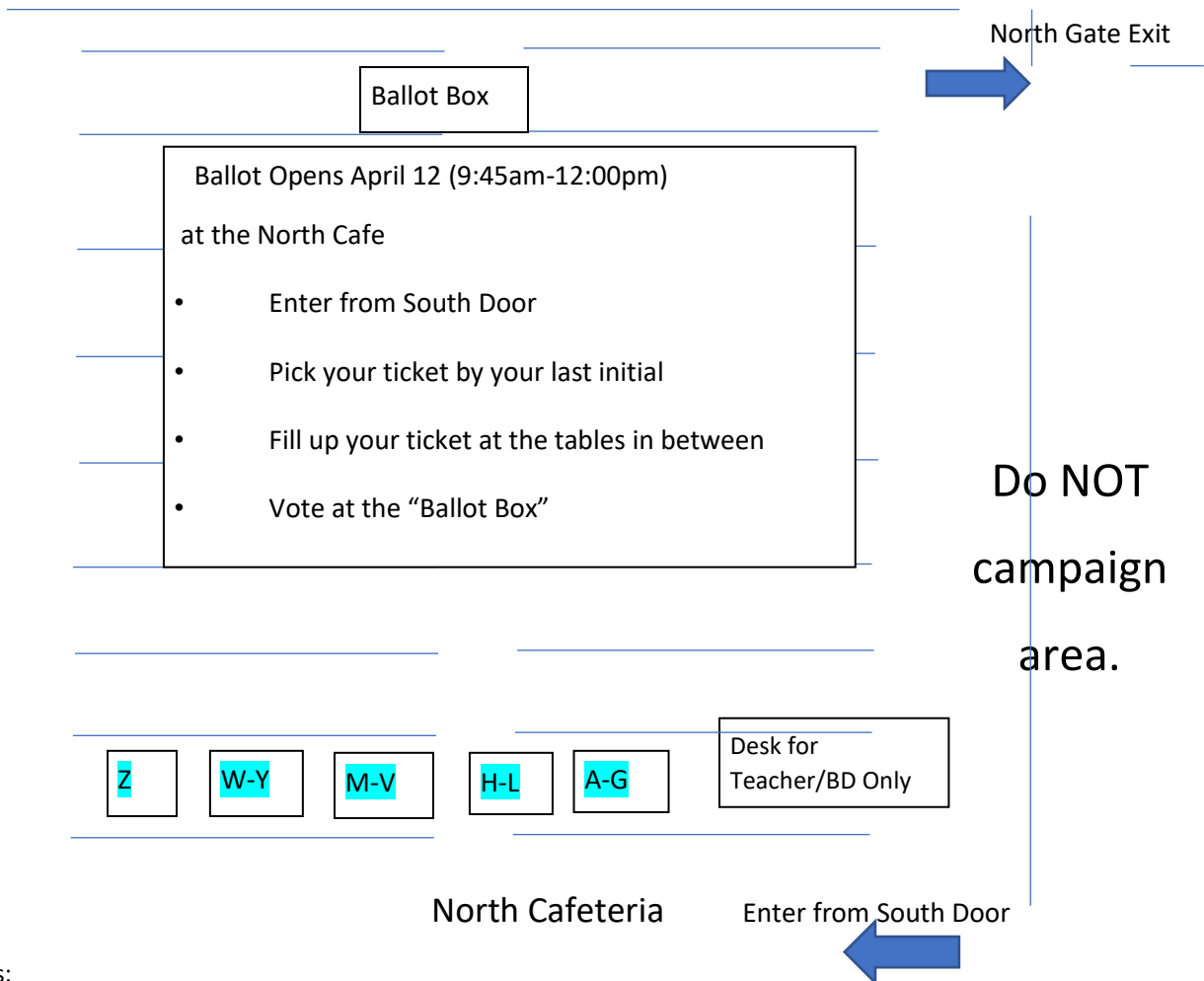
Date: April 12, 2020

VIII.3 Appendix C. The Voting Process Map



2020 Huaxia Bergen Chinese School Board election

Notes and Processes



Notes:

- Bring your valid ID, such as driver's license or passport
- Parents / adult students please pick up your tickets by your last name
- Each family can have one or two tickets
- Sign your name at the name catalog, vote immediately, cannot vote on behalf of others
- Select up to three out of multiple candidates for the regular election and select one for the special election
- Selecting more than allowed open seat(s) will be regarded as invalid tickets
- Please do not campaign for any candidate at the North Café and keep the area quiet
- Please follow the direction of staff members and volunteers who have name tags
- No election campaigns are allowed in or near the North Cafe (Ballot Hall)

Parking Lot

South Café Election Campaigns are allowed



VIII.4 Appendix D. *The Rules and Regulations regarding Campaign*

助选活动： 2月23日 -4月11日

1. 董事，校委会工作人员 禁止在学校，公开场合（包括官方非官方微信群）拉票，发材料。老师不能在自己班里，官方微信群里拉票，发材料。同样不能以这些身份在这些渠道批评指责某个候选人。
2. 禁止任何组织，机构，团体（包括非官方与 HXBG 有关联的群体）在学校内进行助选拉票活动。
3. 候选人可以为自己拉票，所有非候选人本人的拉票材料需经候选人同意，候选人对拉票材料负责。
4. 任何与董事会选举有关的问题可以向董事会提出，反映。

选举日： 4月12日：

5. 在所有学校场所不再举行任何候选人介绍和演讲活动。候选人可以继续投票现场以外发传单或在南餐厅答疑。
6. 投票现场不得有任何辅选拉票活动。候选人除了自己投票时，不得在投票现场(厅内)
7. 董事会秘书负责唱票，一名董事负责计票（写在黑板上），并将随机从义工和家长中挑选两位志愿者负责监票。