



HuaXia Chinese School at Bergen, Inc.

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<http://www.hxbg.org>

Huaxia Chinese School at Bergen (HXBG)

2020 Principal Election Guidelines

I. Mission:

1. Search for and recommend candidate(s) for Principal 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. Mar 8th 2020 at 11:59pm. - Nomination deadline.
3. Mar 15th 2020 – Announcement of eligible Principal candidates and voting date.
4. Mar 29th, 2020 – The election and confirmation of the new Principal
5. May 3rd, 2020 – The proposal of the new school administrative team by the new Principal, and approval by the board.

III. Eligibility:

1. Must be a current or former member of HXBG.
2. Must be at least 18 years old.
3. Follow Huaxia By-laws and all rules and regulations.

IV. Preferred Qualifications and Duties:

1. Have character and integrity, and be willing to voluntarily serve HXBG with passion and enthusiasm;
2. Be committed to the long-term growth and development of the School;
3. Have professional/academic working experience, and/or financial knowledge relevant and beneficial to the Board and the School; The experience in US is preferred.
4. Have leadership qualities and characters necessary to work effectively with students, teachers, staff and parents;
5. Possess willingness and ability to make an enough time commitment to the affairs of the School in order to effectively perform the duties of a Principal, including regular attendance at Board meetings; plurality

6. Ensure that a yearly budget is prepared for Board approval. Authorize expenditures in accordance with budget and obtain Board approval for any non-budget items and notify Board members as required.

V. Procedures:

A. Nomination

1. Any nomination must be presented with the nominee's consent.
2. A candidate shall be nominated by at least two Board members. Each Board member can only nominate one person and it shall not be himself/herself. A brief bio of the nominee should accompany the nomination.

B. Voting

1. The chair of the Board will announce the nomination and the proposed Board meeting/voting date 10 days prior.
2. Nominee(s) are requested be present during the election session and give a short presentation, followed by a Q & A session from the board members. Board members are expected be present to vote.
3. All votes are anonymous. A voting ticket will be designed and prepared by the Board. Each Board member may only vote once, for one candidate.
4. There shall be no proxy voting at such election. The Principal shall be elected by a plurality of the Board Members present and voting.
5. To be elected as Principal, the candidate must receive the affirmative vote of a simple majority (greater than 50%) from the entire Board.
6. If two or more candidates are present but none receives the simple majority, the Board must re-vote on the two candidates who have received the highest votes among all candidates. A simple majority of the presenting members should be used in the re-vote.
7. The results will be verified and filed. It will also be part of the meeting minutes.

VI. School Administration

1. The School Administration shall consist of the Principal and Vice-Principal(s), as well as positions that may or may not include Curriculum Director, Registrar, Accountant, etc. at the request of the Principal.
2. The School Administration must be confirmed by the Board.