

School address: 425 Paramus Rd., Paramus, NJ 07652 Mailing address: P. O. Box 9180, Paramus, NJ 07652 [http://www.hxbg.org](http://www.hxbg.org/)

## Huaxia Chinese School at Bergen (HXBG) 2021Board Director Election Guidelines

### 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.

### Timelines:

* 1. February 27, 2021 - The approval of the guidelines by the board.
	2. February 28 – March 27, 2021 at 11:59pm. - Nomination period and deadline of BD
	3. April 4, 2021 – Board meeting

Introduce the BD candidates to the general membership, Self-introduction and Q&A.

* 1. April 17-18, 2021, BD election and results.
	2. April 18– May 2, 2021 at 11:59pm. - Nomination period and deadline of Board Officers.
	3. May16, 2021– Board meeting: election of Board Officers.

### 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.

### 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.

### Procedures:

1. 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).
2. 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.

## 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.

## 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).

## Appendix:

The Rules and Regulations regarding Ticket and Voting

#### The Rules and Regulations regarding Ticket and Voting

尊敬的各位家长，老师和校务人员：

 由于疫情的影响，华夏博根中文学校 2021 年董事换届选举将沿用2020年投票方式，于2021年 4 月 17-18日用Google form形式投票，具体安排将另行通知。

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注册E-mail邮箱领取选票，选票由董事会和校委会成员对照学生注册信息发送，一人一票，无代投。

希望大家踊跃参加投票，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

2021 年 2 月 18日

Dear Parents, Teachers and School Administrative Staff:

 Due to the impact of the pandemic, the 2021 director general election of Huaxia Chinese School at Bergen will continue to use the 2020 voting method. The Google form will be used to vote on April 17-18, 2021. The specific arrangements will be notified separately.

 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 use their valid registered email address to receive the ballots. The ballots will be sent by E-mail by the board of directors and school committee members according to the student registration information. One member one vote, no substitution.

Thank you very much for your cooperation!

 School Board of Directors

Feb.18, 2021