

GISSV Board Election Process Document

Document Revision: March, 2018
Board Election: May 17, 2018

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Summary

The “GISSV Board Election Process Document” was compiled by a team of parents and board representatives as approved by the Board and discussed by the GISSV society during the May 2010 society meeting. The primary goals of this process are:

- To solicit new board member candidates in a timely and informative manner.
- To enable society members to read information about the candidates ahead of the vote.
- To enable society members to vote if unable to attend the society meeting.

The process timing is defined working back from the date of the society meeting at which the final vote count takes place. The election process described in this document applies to elections during regular society meetings according to Section 8.1 of the by-laws of the GISSV. For rare cases of irregular elections as described in the by-laws Section 8.2 (Removal of one or more directors), Section 16.f (Vacancy in the board) or 18.4 (Board of directors is left without a quorum due to resignation of directors) the election process authorizes an ad-hoc established election committee to modify the election process, allowing conformance with such sections of the by-laws.

1. The Election Process

In the following sections the various milestones leading up to the May society meeting are listed and described. The respective target dates are described in Appendix 3 - depending on the circumstances the actual dates can deviate from the target dates.

9 weeks prior to the Society Meeting:

A election committee is named, consisting of at least two (2) members nominated by the Parents Association and one (1) member nominated by the board. This established election committee will determine a leader and will be responsible for administering the board election process and actively engage to win qualified candidates for the election. The members of the election committee are listed in Appendix 3.

7 weeks prior to the Society Meeting

Notice is given in the GISSV Friday folder announcing the start of the election process and inviting society members to stand for election (see Appendix 4). This process document is attached, providing notice of the full Board election process. A second attachment provides a more detailed invitation to stand, including an outline of the role of the board, a list of which board members are leaving and what skill sets the board will need. A candidate profile template is provided in Appendix 1.

5 weeks prior to the Society Meeting

A reminder will be sent out in the GISSV Friday folder that board candidates are sought.

3 weeks prior to Society Meeting

This marks the deadline for candidates to turn in their applications. All parents interested in standing for board seats should have filled out the candidacy form provided in the appendix and return it to the election committee.

The election committee collects all forms, solicits corrections for those, which are incomplete, and creates a set of candidate forms. In the event that the number of candidates is lower than the number of open board seats, the election committee sends a final reminder to the Friday folder to seek candidates.

2 weeks prior to Society Meeting

A document containing the profiles of all of the candidates will be emailed to all society members. The Friday folder contains a link to the material, which is posted on the GISSV web site. A voting sheet is attached to the same email and can be downloaded from the GISSV web site. Instructions for using the voting sheet note that it can be placed in a ballot box.

Offices at the Berkeley, Mountain View and San Francisco campus will install voting boxes. The office has a list of society members associated with that campus who must sign, indicating they have voted, before placing the paper ballot in the ballot box.

2 working days before the Society Meeting

(The election committee has to check with the offices if this timing is feasible)

This marks the end of the paper voting period. The ballot boxes and lists of who already voted have to be returned to the Mountain View campus and turned over to a member of the election committee. The election committee will estimate the number of votes already cast. If more than 10% of the eligible Society members cast a vote, then these votes will be counted by the school administration and the results held secret until the society meeting. If fewer votes have been cast, then all votes will be counted at the society meeting.

All voting ballots are kept until the end of the voting period and then shredded.

At the Society Meeting

The election will be completed at the society meeting. The election committee runs this part of the meeting. The voting lists from the different campus sites listing who already voted are used to distribute voting cards to members who have not already voted. These voting cards will be required to obtain a voting form.

Candidates are invited to present themselves at the society meeting. Videos are discouraged, but accepted in cases where the candidate is unable to attend the society meeting. The election committee will invite candidates to present themselves no later than the midpoint in the meeting, leaving time for counting of the votes to run in parallel with the running of the remainder of the society meeting. New voting forms with all candidates standing will be printed by the GISSV office once no more new candidates are permitted and while the candidates standing introduce themselves. The newly printed voting forms are distributed to the society members that are present and eligible to vote in exchange for the voting card obtained at sign-in.

The votes are counted and the results are documented in the election protocol. A member of the Election Committee announces the new board members towards the end of the society meeting. The newly elected board members are asked if they accept their election. The election protocol, which lists the collected votes for each candidate, remains with the board president for reference and the information regarding runners up can be utilized in case irregular midterm elections become necessary.

1 week after Society Meeting

The election committee meets to assess the operation of the process and propose improvements for the committee the following year, which will have the option to improve the process based on these recommendations. Any recommended changes will be documented and held as a recommendation for the election committee for the next vote.

2. Further Process Rules

- Election Committee members cannot stand for election. The Parents Association appoints at least two (2), the Board appoints one (1) member to the committee.
- All board candidates must be society members.
- Any society member may stand, except those on the election committee. No one needs to be nominated by somebody else.
- Should the election of a candidate require resignation from a currently held position (e.g. membership in the parent association), the resignation can occur after the candidate is elected.
- The election protocol will stay with the president of the board who keeps it confidential. It can be used if an “ad hoc” election situation should arise.
- The election committee hands over one copy of the most recent version of the election process to the Board of Directors, the GISSV office, and the Parent Association after their “1 week after Society Meeting” review milestone is completed.

Appendix 1: Candidate Profile Template

GISSV - Board of Directors – Candidate Application Form

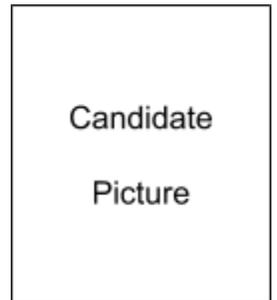
This form is for candidates interested in a term on the Board of Directors at the German International School of Silicon Valley (GISSV). Please note that in order to be eligible you need to be a GISSV Society Member in good standing and cannot currently be an employee of the school. Also, if elected to the Board, you need to resign from any Parent Representative role you might currently hold at the GISSV.

1. First Name: _____ Last Name: _____

2. Status of U.S. Residency: Temporary Permanent

3. Professional Background (include current occupation):

4. Children at the GISSV (include grades and campus):



5. Reasons for Interest in Board Candidacy:

6. Interested in the following Board Committees/Responsibilities:

7. Previous/current Board experience if any (include prior/current experience on the GISSV Board):

8. Any other general related experiences that add to Board qualifications:

9. Fundraising experience if any:

10. Available during GISSV's official hours of operation: Never Sometimes Always

Signature: _____

Date: _____

Appendix 2: Ballot Sample

Election for the GISSV Board of Directors (*Offizieller Stimmzettel für die Wahl zum GISSV Vorstand*)

DATE

This vote decides who will be elected to the GISSV Board of Directors.
(*Ihre Stimme entscheidet über die Neubesetzung des GISSV Vorstandes*)

Voting Instructions (*Wahlanleitung*):

- As a member with voting rights (according to the by-laws), each family has ONE vote per open board seat. (*Jede stimmberechtigte Familie hat EINE Stimme für jeden neu zu besetzenden Vorstandsposten.*)
- Please vote for the candidate(s) of your choice by placing an “X” in the box next to the candidate’s name. Do not vote for more candidates than there are open board positions or the ballot will become invalid. (*Für Ihre Wahl tragen Sie in den Kasten vor dem Namen des Bewerbers ein Kreuz ein. Kennzeichnen Sie bitte nicht mehr Bewerber als Vorstandsposten zu besetzen sind. Der Stimmzettel ist sonst ungültig.*)
- You can use this form at the upcoming Society meeting, or deposit it at the GISSV office where your child attends school. (*Sie können diesen Stimmzettel für die Wahl während des Society Meetings nutzen, oder den ausgefüllten Stimmzettel bei der Verwaltung des Campus Ihres Kindes abgeben.*)

X	List of Candidates (<i>Bewerberliste</i>)

Appendix 3: Election Committee & Election Milestone Dates

Election Committee

The election committee consists of at least two (2) members nominated by the Parents Association, and one (1) member nominated by the Board of Directors.

For the election during the Society Meeting on **May 17, 2017** the following members have been nominated for the Election Committee:

Member

Ivan Posva, ivan@posva.com
 Anne Slavotinek, anneslavotinek@gmail.com, 415 317 4489
 Margie Goebel, margie.goebel@yahoo.com
 Iris Breitfeld, iris.breitfeld@freenet.de
 Manfred Müller, mmueller@gissv.org , 510-493-8529

Nominated by

Parent Association [MV]
 Parent Association [SF]
 Parent Association [MV]
 Parent Association [MV]
 Board of Directors

Election Process Milestone Dates

In the following table the respective Milestone dates are given for the **2018 Society Meeting**, as they relate to the milestone description in Chapter 1 ('The Election Process'):

9 weeks before	March 15, 2018
7 weeks before	March 29 2018
5 weeks before	April 12, 2018
3 weeks before	April 26, 2018
2 weeks before	May 3, 2018
2 working days before	Tue, May 15, 2018
At the Society Meeting	May 17, 2018
1 week after the Society Meeting	May 25, 2018

Appendix 4: Board Seats for Election on May 17, 2018

As per the by-laws from May 2016, the board consists of 11 members, each a volunteer from the Society. The board meets once a month. The duties of the board are described in Section 20 ('Duties of the Board') of the GISSV By-Laws. Parents interested in learning more about the board are invited to contact the president, Anne Hess, ahess@gissv.org

Members remaining and retiring are as follows:

Remaining on the board:

- Rachel Beckert (term ends May 2019, then no immediate re-election)
- Manfred Müller (term ends May 2019)
- Kareen Weissenberg (term ends May 2019)
- Anne Hess (term ends May 2020, then no immediate re-election)
- Brett Wingeier (term ends May 2020)
- Supriya Solbach (term ends May 2020)

Term completed by May 2018 Society Meeting:

- Cornelia Bohle-Neubrand (term ends May 2018 - can be re-elected for 3 more years)
- Tine Döbele-Munson (term ends May 2018)

Resigning before end of term:

- Cay Horstman will resign after the May 2018 Society Meeting and not fulfill his term until May 2019
- Walter Rossmann will resign after the May 2018 Society Meeting and not fulfill his term until March 2020
- Kathrin Randall will resign after the May 2018 Society Meeting and not fulfill her term until May 2019

According to the by-laws, Section 16(b), Board members may serve up to a maximum of nine years on the Board. After serving for six consecutive years, following a two school year waiting period, board members may be re-elected to serve another three years.

We are looking for candidates, who are committed and passionate about serving on the board and serving the school with the following skills:

- Legal, Accounting and Financial
- School development
- Facilities management
- Real Estate
- Fundraising/Development
- Experience serving on non-profit boards
- Connections to Industry and potential donors in the USA, Germany, and other countries
- Understanding of local government
- Human Resources/Personnel
- PR/Marketing/Communication

Candidates do not need a professional background in the listed areas, but a strong interest is mandatory.

Appendix 5: Election Protocol



GISSV Board of Directors Elect GISSV Society meeting: May 17, 2018

Candidates	counts (1 st pass)	counts (2 nd pass)
xxx		
Results	Name	Election accepted?
1 st Board Member		
2 nd Board Member		
1 st Runner up		
2 nd Runner up		

Election Committee

Manfred Mueller _____

Ivan Posva _____

Anne Slavotinek _____

Ines Breitfeld _____

Margie Goebel _____

German Consulate General, San Francisco

Monika Witzel de Salazar _____