

## Board of Trustee Election Process

The Oakwood Board of Trustees strives to be a diverse entity composed of individuals who work at being a team and bring to it a variety of different perspectives, a balance of skills, and broad thinking. The Committee on Trustees is a standing committee of the Board that it is responsible for governance of the Board and its Trustees. All actions by the Committee on Trustees adhere strictly to the **Oakwood School by-laws** and it is ever mindful of the **Standards and Indicators for SAIS-SACS Dual Accreditation**. The Committee also follows **NAIS recommendations** for guidance with regard to its responsibilities. The Committee has developed its policies and procedures based on these three sources. The following describes the procedures involving the recommendations and electing of Board Trustees. Descriptions of other policies and procedures of CoT responsibilities as outlined by the by-laws may be obtained from the Head of School's office.

The CoT will oversee on an ongoing basis the process of recruiting potential candidates to serve as Trustees on the Board. In choosing individuals to be recommended as Trustees, the CoT will review the demographics and skills of the current Board and determine gaps that need to be filled. Based on this list of needs, the CoT will develop an ongoing and evolving list of potential Trustees while also keeping in mind the "3 R's" - *raise* (school) image, *raise* students, *raise* money. The list will be generated by continually asking Board members and the school community for name suggestions of parents and non-parents. From this list, a short list based on needed skill sets and the "3 R's" is formed and then presented to the full Board. Upon Board approval, the CoT will ask those people to join the Board, followed by a formal Board vote in the subsequent Board meeting. The general timeframe is for recommendations to be made to the Board by April, with hopes for approval and formal votes by the Board taking place in May. New Board members on a regular rotation will officially start July 1, which is when those departing the Board end their terms.

*(Excerpted and summarized from the Committee on Trustees Policies and Procedures)*

The number of Trustees constituting the Board shall range between a minimum of nine (9) and a maximum of twenty-one (21) not including *ex officio*, non-voting members. The total number shall be determined by a majority of the Board and may vary from year to year. The Head of School, the President of the Parent Service Association (PSA), and the immediate Past President of the Board of Trustees shall serve as *ex officio*, non-voting members of the Board. Trustees shall ordinarily be elected for a term of up to three (3) years with the expectation of an additional three (3) year term for a total of six (6) years. No Trustee shall serve more than two (2) successive three (3) year terms, unless a two-thirds affirmative vote of the Trustees at a regular or special meeting elects such Trustee to an additional term. In the event that a Trustee is elected to fill an unfinished term, that term shall not count against him in relation to the successive term limitations.

*(Excerpted from The Oakwood School By-Laws)*