

# **SCARSDALE UNION FREE SCHOOL DISTRICT SCHOOL BOARD NOMINATING COMMITTEE**

## **RULES OF PROCEDURE**

Adopted March 3, 1991; February 10, 1992; February 18, 1993; February 7, 1994; February 14, 1995; January 24, 1996. Amended January 29, 1997. Amended January 24, 1998. Amended January 21, 1999, Amended March 7, 1999. Amended January 23, 2003, Amended January 21, 2007, Amended January 31, 2016, Adopted January 21, 2018, Amended January 13, 2019, Amended January 26, 2020

1. A quorum shall be two-thirds of the voting members.
2. All members of the School Board Nominating Committee (SBNC) are expected to act as individuals and avoid commitments to any persons or groups within or outside this Committee.
3. It is desirable for each member of the Committee to attend at least three meetings of the School Board each year.
4. The proposer of any candidate is responsible for a full, accurate and up-to-date biography of that candidate. Committee members are encouraged to supplement such biographies with any additional information of which they are aware.
5. The Committee shall interview all candidates, except those who decline.
6. The Committee shall discuss fully and candidly the qualifications of all proposed candidates for the Board of Education before any vote is taken. No vote shall be taken on any candidate except after at least one week has passed from the time the candidate is interviewed by the Committee.
7. Members of the Committee shall withdraw from the meeting during any discussion of their spouse or any other member of their family.
8. The Committee shall vote to fill each vacancy separately, by secret written ballot.
9. ALL COMMITTEE MEMBERS SHALL KEEP IN STRICT CONFIDENCE ALL DELIBERATIONS OF THE COMMITTEE CONCERNING PERSONS SUGGESTED AS CANDIDATES. Confidentiality refers to any and all discussion by the Committee regarding candidates and not to the clarification of their biographies.
10. Members presenting arguments supporting or opposing the nomination of specific candidates will refrain from the use of information from anonymous sources. Those non-Committee members whose opinions or comments concerning a candidate are

quoted or paraphrased should be identified by name and should have given consent to the Committee member for presentation of his or her comments to the SBNC.

11. The Chairman and one or more Committee members shall inform by personal visit the candidates of their nomination and seek their acceptance. Thereafter, unsuccessful candidates will be notified.
12. The Chairman shall notify all School Board members after new candidates have been advised and have accepted.
13. Only the Chairman shall announce the names of, and make public information about, those candidates nominated by the Committee.
14. The Chairman shall maintain a permanent biographical file of all persons suggested for nomination.
15. The Committee shall consider and transmit to the Administrative Committee any recommendations for changes in the Resolution, and shall keep a file of suggested changes with its Rules of Procedure.
16. The persons who make up the senior class of the Nominating Committee for the following year will act as a working committee to assist the incoming chairman at his or her discretion.
17. There will be a Tuesday, February 25, 2020 cut-off date for candidate biographies. The Committee will vote at the Sunday, March 15, 2020 meeting unless 2/3rds of all members of the Committee shall agree to vote at an earlier or later date.