

Carolina Classical Academy Board of Directors Election Manual

Dated April 15, 2026

Purpose: This document establishes procedures for the nomination, election, and seating of members of the Carolina Classical Academy Board of Directors.

Eligibility of Candidates: In order to run for a Board position, a candidate must be:

- A natural person of at least twenty five (25) years of age or older,
- A resident of South Carolina,
- Pass a criminal background check,
- Not be a current employee of Carolina Classical Academy, nor can they be an immediate family member of a current employee. Immediate family member is defined as spouse, parent, child, or sibling. Any prior employees of an organization connected to the school must wait 24 months until they can be eligible
- Candidates must be committed to the success of Carolina Classical Academy and serve CCA's vision and mission
- Candidates must be able to commit the time and effort required of Board service including attendance of regular and special Board meetings, Committee involvement (if applicable), and completion of Board governance training
- Willingness to sit for an interview with the Board to explain their commitment to the school's classical model if requested.

Notification and Nominations:

The Election Committee shall issue a public notice announcing the opening of nominations for Board of Directors. The notice shall include the number of available seats, eligibility requirements, nomination deadlines, and election timeline.

Nominations may be made by self-nomination or by the Governance Committee. All nominees shall be required to submit a completed nomination package to the Election Committee that includes a candidate application, a brief bio, a statement of interest, and a signed conflict of interest disclosure.

The Governance Committee shall be made up of at least two (2) Board members.

The Governance Committee shall review all submitted nomination materials for completeness and eligibility. The Committee shall be responsible for identifying and recruiting qualified individuals to stand for election. However, the final ballot will include all eligible candidates who have submitted a complete application and met the eligibility requirements for Board service, regardless if they were formally nominated by the Committee.

Unless otherwise directed by the Board, the following accelerated timeline may be used:

Day 1: Election announced with a call for nominations

Day 5: Nominations close

Day 6-8: Candidate review and vetting

Day 9: Paper ballot finalized and distributed

Day 10-12: Voting Period (3 days)

Day 13: Votes counted and verified

Next Board Meeting: Results certified

Voting Rights: Each family receives one (1) ballot per currently enrolled student. In cases of multiple guardians, the Board shall rely on primary contact designation in student records unless otherwise documented. Each staff member receives one (1) ballot. Ballots will be watermarked.

Voting Procedures:

The eligible voter that is currently enrolled and attending in the current school year list shall be finalized (“frozen”) one (1) business day before the election. Upon arrival at the school, voters shall be verified against the eligible voter list using identification. Once verified, voters shall be issued their allotted number of ballots and marked “VOTED”. Ballots shall be cast into a secured ballot box monitored by the Secretary of the Board with the assistance of the Board Liaison if necessary. The ballot box shall remain secured until the close of voting and shall be opened only by the Election Committee in the presence of at least two witnesses for counting.

The Election Committee: Consists of the Board Secretary and the Liaison to the Board.

Ballot Counting: Votes will be counted by the Election Committee. The counting will be done at the school during normal business hours.

Election Results: Preliminary results will be posted publicly within twenty-four hours following the completion of vote counting and verification. Winning candidates will be notified privately. Official election results will be certified by the Board of Directors at a duly noticed meeting and recorded in the meeting minutes.

Tie Votes: In the event of a tie vote affecting the outcome of an election, the Board shall conduct a runoff election among the tied candidates. The procedures for the runoff election shall be consistent with the procedures outlined herein unless otherwise modified to ensure timely completion of the election process.