

CLCS DRAFT DOCUMENT

BY-LAW ADDENDUM – BOARD RECRUITMENT AND DEVELOPMENT

Section I. – Board Recruitment and Development

I. **Board Recruitment**

The Community Learning Center Schools (CLCS) board engages in strategic thinking as a continuous process that drives organizational effectiveness and success. Ideal board membership thinks intentionally and thoughtfully about its mission, shared values and vision, considering how to operate efficiently and effectively, and achieve sustainability. *We seek membership of individuals who possess a wide range of expertise, skills and talent. Prospective members who have experience and training in the educational field is a bonus, but not required.* The recruitment of board members to the CLCS Board shall be based on CLCS guiding principles. Prospective board members:

- should bring a strong belief in and commitment to the CLCS vision and/or mission of the organization
- shall be recruited based on the skills and expertise they can bring to support the current strategic plan or current goals of the board
- should possess the background, education or abilities, skills and experience appropriate to undertake the tasks and duties of the CLCS board;
- shall exhibit high ethical standards and practices, display honesty and integrity in their own behavior, and attempt to ensure that honesty and integrity as a prospective board member
- shall be diverse, representing a cross section to reflect the desired diversity in the board as well as ensure the array of viewpoints that spurs innovation and creativity in board planning and decision-making
- should demonstrate cultural awareness and competence to ensure recognition, accurate interpretation and respect for diversity
- shall be able to provide and hold objective feedback

II. **Outreach**

- A. New members are recruited based on the skills and expertise they can bring to support the CLCS strategic plan and/or current goals
- B. Prospective members may be nominated by current board members who are in good standing, or current CLCS facilitators
- C. The CLCS Board shall establish a recruitment time-line and calendar outreach efforts

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III. Recruitment and Nomination

- A. The BR&D committee shall implement the outreach and recruitment of new members.
- B. At the onset of the outreach and recruitment process the BR&D committee shall have at least three board members in good standing assigned.
- C. Prospective board members are invited to have an initial meeting with the chair of the BR&D committee to review expectations of board membership and for the BR&D chair gain insight on a prospective member's interest.
- D. Candidates invited to become members of the CLCS board shall provide the following information for consideration:
 - i. Resume/CV
 - ii. Statement of Interest
- E. The BR&D committee will review candidate resumes and statements and conduct short in-person interviews with each candidate.
- F. Candidates who meet the board qualifications as outlined in this section, shall be advanced in the nomination process.
- G. Advanced candidates may meet with members of an ad-hoc group consisting of interested members of the full board who may host short interviews with candidates.
- H. Feedback from the ad-hoc board group shall be forwarded to the full committee.
- I. In addition to meeting Board Members, the BR&D committee shall request that prospective board members visit Nea Community Learning Center (Nea) and the Alameda Community Learning Center (ACLCL) sites.
- J. The BR&D committee shall forward the final recommendation(s) list and information packet to the full board for consideration and vote. The recommendation packet shall include resumes/CVs, statements and BR&D committee feedback.

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IV. Board Development

A. Confirmation

Upon board consideration and approval of any prospective candidate, the president of the CLCS board shall send an official congratulatory letter inviting prospective candidates to join the board for one term. Before accepting board membership, nominees shall disclose any roles or relationships they have which would pose a conflict of interest (or appearance of a conflict) with their role as a CLCS board member. The president and the BR&D committee shall determine eligibility.

i. Orientation

An orientation will be provided to each new board member, which will include:

- a. Information on current board membership
- b. Board culture
- c. Governing rules, policies and practices
- d. Overview of programs, school sites and budgets
- e. A board mentor

Each new board member shall be paired with a current board member who will mentor the new member during the first three (3) months of service. The board mentor(s) will be selected by the BR&D committee.

V. Board Terms

A. Length of Term

- i. Each CLCS board member who remains in good standing shall serve one (1) term consisting of three (3) years.

B. Term Limits

- i. Board members shall serve one term on the CLCS board, except if s/he decides to run for executive office (see below). Board members may not serve more than one three-year term consecutively. Board members wishing to return to office may do so after three (3) full years from their last term.

ii. Executive Positions

Board members who seek executive leadership positions (i.e. president, executive vice-president, secretary, treasurer, parliamentarian) may run for office in their 2nd or 3rd year of service of their first term. Should said member be voted to serve in executive office, s/he may extend their term for two (2) more years, not exceeding five (5) consecutive years. Board members who serve a general term as well as an executive term

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consecutively, may be eligible for consideration of a second full term in two (2) years.

However, should a board member desire to extend her/his term beyond five (5) years, they must be recommended by the BD&R committee and approved by two-thirds of the voting members in good standing.

C. Leave of absence

Board members in good standing wishing to take a leave of absence must make a request to the Board President, which shall be presented as an agenda item at the next board meeting. A simple majority shall be required to approve a leave of absence.

ARTICLE VIII
OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD. The officers of this corporation shall be a Board President, an **Executive Vice President**, a Secretary, a Board Treasurer, and a **Parliamentarian**. The corporation, at the Board's direction, may also have one or more Vice-Presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed under Article VIII, Section 4, of these bylaws. The officers in addition to the corporate duties set forth in this Article VIII shall also have administrative duties as set forth in any applicable job specification.