

Howard County Chinese School
Procedures for General Member Meeting Organizing
and Board Members Election

SECTION 1 PURPOSE

This document is to specify the procedures for Howard County Chinese School (hereinafter, HCCS) General Member Meeting (hereinafter, GMM) organizing and Board member election. It is the implementation of the relevant portions in HCCS bylaws.

SECTION 2 GENERAL MEMBER MEETING

The HCCS GMM is called by the Board once per semester for various subjects and the interest of all HCCS members. Whenever a Board member election or voting procedure of any subject(s) is needed, an election committee must be formed to handle the relevant procedures. If there is neither Board election, nor voting procedure involved, the Board can hold the GMM without forming an Election Committee.

SECTION 3 ELECTION COMMITTEE

An Election Committee shall be appointed and announced to all members by the Board to organize the election by the Board at least 30 days prior to the GMM. The Committee consists of nine members, among which three members are from the Board, four from PTA, one from EC, and one from the teachers. Election Committee members should not be a candidate in the Board election.

The Election Committee members elect a chair and a vice or co- chair to lead the Committee. All major decisions shall be made on a majority consensus or voting among the committee members. The Election Committee shall be dissolved when the election is complete.

The duties and responsibilities of the Election Committee include the following:

- (a) Prepare and announce to all voting members the list of candidates and their credentials for election,
- (b) Collect any bills that are proposed by at least a certain number, as specified by the Bylaw, of the voting members, or by the BOD,
- (c) According to the Board's decision, prepare the GMM's agenda,
- (d) Organize the GMM,
- (e) Monitor the election,
- (f) Announce the voting results for the Board member election and any other votes,
- (g) Recruit volunteers as needed, and
- (h) Handle other relevant issues that are delegated by the Board.

SECTION 4 ELECTION PROCEDURE

The Board announces the number of Board member vacancies at least two months prior to the GMM. Candidates submit their credentials along with a cover letter to the Election Committee at least one month prior to the GMM. Bills can be proposed and submitted by the Board or 5% of the eligible voting members to the Election Committee for voting at the GMM. The Election Committee prepares a list of the candidates, and publishes the list and the candidates' credentials to the voting members, and announces the number of eligible voting members and the bills at least two weeks before the GMM. The Election Committee organizes the voting and the election process during the GMM.

General Bills are considered passed by a simple majority vote. Bylaws revision is considered passed by a two-thirds majority vote. The Candidates for the Board member election who receive the highest numbers of votes shall be declared as elected. In case some candidates obtain equal numbers of votes, and it can not be determined that who get elected, a new round election should be called for these undetermined Board members until all Board member vacancies are filled.

Eligible voting members vote in person. Absentee ballots are not allowed, and substitute voters are not allowed. One eligible voter casts one vote.

The specifications of the ballot and the vote counting are as follows:

- (a) The ballots can be printed in English, Chinese, or both,
- (b) Simple instructions shall be provided,
- (c) Board member election can be on the same ballot as any voting of bills such as Bylaws revision and any bills,
- (d) A binary choice between “Yes” and “No” (or For and Against) shall be designed for any voting subject,
- (e) A list of the election candidates plus “Other” shall be designed for Board member election,
- (f) A vote for a voting subject is considered invalid if neither of the two choices (“yes” and “no”) has been checked, or both are checked. For the election, if the number of the selected candidates is more than the number of the vacancies, the ballot is considered invalid. Votes of the bills and election is validated separately, and
- (g) The results of the voting of the bills and the Board election are considered lawful if and only if the number of received ballots is equal to or greater than the quorum of the GMM as specified by the Bylaws