

Bronxville Non-Partisan Committee
2019 Advisory Review; Conclusion summary memo
May 30, 2019

During February through May 2019, a regular Advisory Review was undertaken and concluded with a report of recommendations to the full NPC Committee. The full NPC Committee reviewed and considered the recommendations, and voted affirmatively on the adoption of certain changes to the NPC's Rules of Procedures and Plan.

Enclosed are the following documents to memorialize the process and final outcome:

- 2019 Advisory Review report of recommendations to the full NPC Committee
- Results of Vote by the NPC Committee on the Advisory Review recommendations
- Red-line changes to the NPC Rules of Procedure
- Red-line changes to the NPC Plan

Bronxville Non-Partisan Committee
2019 Advisory Review Committee Report
May 2019

Overview

In years past, the quadrennial Advisory Review Committees have often been preceded by an event such as a contested election or other rising sentiment among the Bronxville community questioning whether the NPC is serving the community's needs in the best way possible. These events served as a catalyst to bring together members of the community in order to examine the rules and procedures of the NPC to put forth recommendations for improvement.

In contrast, the years since the 2015 ARC have been relatively uneventful. We have successfully recruited and nominated six new trustees of the Board of Education (Jennifer Russo, Mike Finley, Jack Bierwirth, Arleen Thomas, Tom Curran, Tom Evans) and nominated one incumbent to run for a second term (Jon Atkeson). The current board and Superintendent Montesano report that the board is functioning well and appropriately engaged on the issues presently facing the school.

In this context, the 2018-19 NPC felt that it was important to use this year's ARC process to undertake a thorough review of our current Rules and Procedures, and in particular, to look back at previous ARC reports to ensure that the recommendations brought forth were each carefully considered and appropriately incorporated into our process going forward. There has been – through the ARC process over the years – a tremendous amount of thoughtful time and energy devoted to reviewing the NPC's role and effectiveness, which produced many valuable and constructive recommendations, yet it seems that only a small number of the recommended changes have been formally implemented.

What follows is a review of the process that we undertook to solicit community feedback and examine current and past ARC reports and, following this review, the recommendations for the NPC to consider in order to improve the ways in which it operates in order to best carry out its mission and obligation to the Bronxville community to identify the best candidates to serve on the Board of Education.

2019 ARC Contributors:

- Thomas Hansen
- Lindy Devereux
- Larry Bettino
- Jessica Turko

Process

As part of the 2019 ARC process, we undertook a thorough community outreach and review process that included:

- A series of emails, phone conversations and meetings with the chairs and members of the 2015 ARC, Steve Kraemer, Jennifer Mackesy, and Helen Knapp, to understand the purpose, environment, and make-up of that year's committee
- Soliciting feedback on the current functioning of the NPC from a broad and diverse group of community members, including past and present board members, past and present NPC members, and people who have been vocal about the NPC process in years past
- Carefully reviewing the 2015 and 2012 ARC reports to identify recommendations that have not yet been, but which we feel should be, incorporated into the NPC Rules and Procedures.

Recommendations

Recommendations to the current NPC are organized as follows, based on a full detailed review and reconciliation of the 2012 and 2015 ARC reports to the NPC.

Section A:

Past ARC recommendations not adopted; submitted to the current Committee for discussion/consideration as a group.

Section B:

Past ARC recommendations not adopted; current Executive Committee has reviewed and recommends to adopt.

Section C:

Past ARC recommendations not adopted; current Executive Committee has reviewed and recommend to pass on.

Appendix:

Past ARC recommendations adopted/no further consideration or action needed.

Section A.

Past ARC recommendations not adopted; submitted to the current Committee for discussion/consideration as a group:

2015 ARC #2 NPC member election timing

***NPC member election:** The Plan states ‘during the month of May through the first Tuesday of June of each year an election should be held’. The term of each member begins July 1. The NPC member election occurs during the same time as the regular Bronxville Board of Education Budget and Trustee Vote. In the past, this has caused confusion among voters.

RECOMMENDATION: Committee Members believe that the NPC member vote should begin before the regular May Board of Education so as not to impair the trustee and budget vote.

Status

NOT ADOPTED In a review of the Plan, it doesn’t appear that any formal action was taken on this recommendation to date.

Recommendation

CHANGE We noted that the NPC calendar was changed as a result of the 2012 ARC, prior to which the NPC was on a calendar year schedule and its elections were in the Fall rather than Spring. Currently, in March the Trustee applications are due, the NPC does its diligence on and interviews the candidates, and by the end of March deliberates and vote. This is so that the NPC can nominate and submit its Trustee candidates to the Village 30 days before the Trustee election (which is the middle of May). In the interim, the NPC takes April to switch gears and identifies persons interested in applying to join the NPC and to get their applications in by the end of April. Promptly after the May Trustee election we do the NPC Members election in the second half of May. The term for new NPC members begins on July 1.

The Committee considered the ARC recommendation in light of the NPC schedule as briefly summarized above, and felt that it would be difficult to ensure we had the resources and time to implement the NPC election before the Trustee Election. However, for the same reasons as submitted by the ARC, to avoid impairing or distracting from the Trustee election the NPC election should commence after the Trustee election. This is already reflected in the NPC “Key Dates/Calendar” as a practice and the Plan would be updated to match this intention going forward as follows:

NPC Plan Para.3

3. During the month of May **(but after the Trustee election)** through the first Tuesday of June of each year an election shall be held for the purpose of electing, by plurality of the residents in each district, one member of the Committee from each election district and for filling the unexpired terms, respectively, of vacancies which shall exist, preserving in so doing the election district representation as constituted in the original Committee.

2015 ARC #11 Vote process

b) From Detailed description of Voting Procedures: "Round IV: The candidate who receives the fewest votes does not appear on the ballot, with the other candidate (s) appearing on the ballot."

RECOMMENDATION: Current rules do not allow candidates to return to the ballot after being removed during the Run-Off Qualification Voting Round. The Committee believes that a candidate who has been removed during this process should be allowed to return to the ballot, if a simple majority agrees for his/her return.

Status

NOT ADOPTED

Recommendation

PASS / NO CHANGE..

This recommendation is no longer applicable as the voting process that was since modified in 2018 makes the need for this change obsolete.

2015 ARC #4 Waiting period for NPC members to apply for Trustee

***Widening the Available pool of applicants for Trustees/NPC members:**

a) Current NPC rules prohibit ex-NPC members from applying for Trustee for 2 years.

RECOMMENDATION: The Committee supports this prohibition because it is consistent with the NPC's goals of providing a fair and impartial evaluation of the applicants. The ex-NPC member would be evaluated by committee members he/she has worked in the past if this wait period was shortened (i.e. 2/3rd of the committee if there is no waiting period; 1/3 of the committee if there is a one year waiting period.) By maintaining the two year wait, the ex-NPC member will be evaluated by an NPC Committee whose members have completely turned over since the ex-member served.

Status

NOT ADOPTED The 2015 ARC recommended keeping the 2 year waiting period however in the meantime the Rules were amended to 1 year. Yet, not all NPC documents conformed to this change, so, for example, the "Introductory Letter & Trustee Position" document that is shared with potential Trustee applicants says 2 years.

Recommendation

For discussion

Some considerations raised on this matter were:

In support of 2 years:

- The NPC nomination of a candidate who served on the NPC as recently as 1 year prior (and thus is seemingly being nominated by a majority of colleagues) may not seem objective by the public and thus undermine the ideals of our mission.
- Membership on the NPC is not a pre-requisite for running for the board. So, if a 5-year time horizon (3 years on the NPC + 2-year waiting period) was too long for a potential candidate, they do not have to join the NPC first.
- While at times it can be hard to find people interested in joining the NPC, obtaining its objectivity is more important.

In support of 1 year:

- Joining the NPC may be attractive as an initial step into getting involved with the school for persons who are ultimately great candidates for Trustee. They want to learn about the school and the Board in this way. This could be a very helpful way to find great potential Trustee candidates, and the 2 year waiting period could put them off.
- A one-year waiting period would mean that only 7 people would still be serving on the NPC in the year that the applicant would be going through the NPC process. It seems unlikely that this minority would sway the objectivity of the NPC considerably.

Relevant section:

Rules. IV. General Provisions 14. C. *It is the policy of the Committee that an applicant for school board Trustee shall not be:*

1. *an elected official of the Village of Bronxville;*
2. *a former Trustee who has not been off the Board for more than two (2) years;*
3. *a faculty member or employee of the Board of Education;*
4. *the spouse of a faculty member or employee of the Board of Education*
5. *a **retired former** member of The Non-Partisan Committee who has not been off the Committee for more than **one (1) <OR>two (2) years**; or,*
6. *the spouse of a member of The Non-Partisan Committee.*

Section B.

Past ARC recommendations not adopted; current Executive Committee has reviewed and recommends to adopt:

2015 ARC #1 Campaign conduct

***Campaign Conduct during Contested Elections:**

Committee members agree with the principles set forth in the 1998 ARC Review, part 2: "Should the NPC actively campaign for its nominees?" (Attached pgs. 5-8) There should be a cohesive and standard message that emanates from the NPC. The NPC has received public criticism when individual NPC members' e mail communications have differed from the releases of the NPC. All public release messages, including e mails, should be approved by officers and the Public Relations subcommittee, and then disseminated to all NPC members. Time permitting; a majority vote of the NPC should approve the message.

RECOMMENDATION: If individual NPC members wish to send out personal e mails related to the election, they should utilize the language and format that is approved by officers and the Public Relations subcommittee.

Status

NOT ADOPTED In a review of the Rules, it doesn't look like any formal action was taken on this recommendation to date. Also, this is a repeat recommendation from 1998 which the 2015 ARC noted as well.

Recommendation

CHANGE: Given this is a repeat recommendation of two prior ARC reviews, recommend the following revision of Rule IV. (13):

Rules of Procedure. IV. General Provisions. (13).

"Once a nominee for Trustee has been duly designated as a candidate by the Committee, it shall be considered inappropriate for any individual member or group of members of the committee to (a) personally promote a Committee candidate with language or in a format that differs significantly from that approved by the Committee officers and the Public Relations subcommittee, or to (b) promote a non-Committee candidate in the public election."

2015 ARC #7 NPC and BOE residency requirement

***NPC residency requirement (1 year) and BOE requirement (1 year).**

RECOMMENDATION: The Committee believes that the Plan should be changed to increase the residency requirement of NPC members to 2 years. The Committee believes that this will assist in a potential NPC member's knowledge of the Bronxville Schools and Community.

Status

NOT ADOPTED A 1 year residency was required for NPC applicants in the application guidelines, but not in the Rules.

Recommendation

CHANGE Recommend the following amendment to Rule I.5.:

Rule I. 5.

5. Prior to the mailing of ballots as required in Paragraph 3 of the Plan, the Secretary of the Committee shall:

- a. verify that each candidate is a resident of the election district he or she is to represent **and has been a resident of the Village of Bronxville for at least two years, unless otherwise agreed upon by the Committee;***

2015 ARC #9 Due diligence of Trustee candidates

***Due diligence related to a Trustee nominee candidate.**

NPC Rules of Procedure Part III, paragraph 11 states: "All due diligence information relating to Trustee nominee candidate – including the results of reference checking and the contents of feedback from the community – shall be shared with the full NPC not later than five (5) days prior to the NPC meeting at which the NPC is slated to vote to select its Trustee nominees. Any information that the NPC's officers and/or members receive after that deadline shall be discarded and not shared with any member of the NPC."

RECOMMENDATION: The Committee senses that this Rule could injure the NPC's integrity if information concerning an applicant is found later to be factual. Though anonymous information will continue to be discarded, a mechanism should be structured to allow the following: "a process whereby information about a candidate or an incumbent that comes in 'not for attribution' is passed on 'for attribution' to the officers of the NPC who will evaluate said information and if deemed valid will compile it as a 'general overview' acknowledging the 'source of sources' i.e. 'someone who served in a professional or charitable capacity with the candidate' but not the names of those who provided the information. The officers of the NPC will communicate the overview to the full NPC. In this way, we feel the best interests of the NPC to fully evaluate a candidate responsibly have been met while still respecting the desired confidentiality of those who proffered the information privately." (ARC 2002 p. 2)

Status

UNCLEAR When the process was changed from Candidate Coordinator to Application Administration Committee this reference to discarding information received after the deadline seems to have been dropped. The Rules currently say, for example:

“Once the Trustee application deadline has passed, all information related to Trustee applicants is processed within the Application Administration Committee. Each Trustee candidate’s application, recommendations, feedback, references and other material deemed relevant is delivered to all members, preferably by hard copy, prior to such applicant’s Interview Night.”

“All members are encouraged to gather information on applicants, and pass this information to the members of the Application Administration Committee. All community feedback is transmitted to members prior to applicant’s Interview Night, in writing. No anonymous feedback is allowed.”

Recommendation

CHANGE: Recommend amending the Rules to accomplish two things:

- 1)** Clarify current procedure regarding electronic dissemination of the candidate reference packets as the optimal mechanism for sharing this information among members in order to increase the likelihood that materials will remain confidential
- 2)** Clarify the handling of sensitive feedback and feedback received after the deadline

Proposed changes to Rules include:

Exhibit B. II.Application Administration Committee. A. b).

*“Once the Trustee application deadline has passed, all information related to Trustee applicants is processed within the Application Administration Committee. Each Trustee candidate’s application, recommendations, feedback, references and other material deemed relevant is delivered to all members, preferably by **hard copy** **a secure electronic mechanism that is accessible only to members of the NPC**, prior to such applicant’s Interview Night.”*

New Insert after Exhibit B. II.Application Administration Committee. B.6.

“Any information that is shared with the NPC’s officers and/or members up until the vote night should be shared with all members if deemed relevant by the Application Administration Committee, but any information received after the vote night shall be discarded and not shared with any member of the NPC.”

2015 ARC #10 Vote night

a) From Appendix I of the Rules of Procedure: "It is recommended that, regardless of how long it might take, voting take place during one meeting.

RECOMMENDATION: The Committee believes that this Rule should be amended to allow for a second vote night, if approved by a vote of 14 members or more.

Status

NOT ADOPTED

Recommendation

CHANGE While the current language arguably allows for this anyway, a simple change could clarify this more explicitly. Recommend the following edit to Appendix I.:

Appendix I ~~*It is recommended that, regardless of how long it might take, All*~~ voting **shall** take place during one election meeting, **unless a second vote night is approved by a vote of 14 or more members.**

2015 ARC #16 Rules. III.7.a.

***Potential change in language in Rules, page 4, Part 7 a.**

Within NPC rules, the following is stated: ".....other measures primarily directed toward **persuading** the community that the Committee's process is thorough and fair."

RECOMMENDATION: Adjust 'persuading' to 'showing', 'demonstrating' or another word that is more representative of the Committee's non-partisan nature.

Status

NOT ADOPTED

Recommendation

CHANGE NPC members agree and recommend that the Rules be amended as follows:

Rules.III.7.a.

- a. the Committee shall develop an action plan for promoting its candidates in the event of a contested election. Such plan shall include the public meeting required by paragraph III (12) of these Rules and other measures primarily directed toward **persuading demonstrating to** the community that the Committee's process is thorough and fair and that the process results in the nomination of candidates who are best able to serve the interests of the school community. The emphasis should be on enhancing the community's understanding of the Committee's function and process as well as maintaining the trust that the community has in the Committee. The Committee's action plan shall be articulated in writing to each candidate who interviews with the Committee; and,

***Rules surrounding spouses of NPC members running for Trustee.**

Current rules state the following: "It is the policy of the Committee that a nominee for school board Trustee shall not be the spouse of a member of The Non-Partisan Committee."

RECOMMENDATION: The Committee recommends that the word 'nominee' be changed to 'applicant'. This adjustment would clarify that an NPC member should resign prior to his/her spouse's Trustee application is received.

Status

NOT ADOPTED

Recommendation

CHANGE

RULE IV General Provisions. 14.c.

- c. *It is the policy of the Committee that an ~~applicant~~ ~~nominee~~ for school board Trustee shall not be:*
1. *an elected official of the Village of Bronxville;*
 2. *a former Trustee who has not been off the Board for more than two (2) years;*
 3. *a faculty member or employee of the Board of Education;*
 4. *the spouse of a faculty member or employee of the Board of Education; or*
 5. *a retired member of The Non-Partisan Committee who has not been off the Committee for more than one (1) year.,*
 6. *~~the spouse of a member of The Non-Partisan Committee~~In the event an applicant is the spouse of a member of the Non-Partisan Committee, such NPC member shall recuse himself or herself from NPC activities during such year.*
-

Recommendations:

A. The ARC recommends that faculty members/employees of the BUFSD and their family members should be ineligible to serve on the NPC, and the “Rules” Section I – 4 and Section IV – 8 be amended as follows:

CURRENT WORDING

Eligibility and criteria for service on the NPC

I – 4

Chairman shall eliminate from consideration for membership on the Committee any candidate who is an elected official of the Village of Bronxville or an officer of a political party; or one currently seeking election to a Village office or to an office in a political party.

IV – 8

It shall be the policy of the Committee that any Committee member who, during his or her tenure on the Committee, chooses to run for political office of becomes an officer of apolitical party, shall immediately resign from the Committee.

PROPOSED AMENDMENT

Eligibility and criteria for service on the NPC

I – 4

Chairman shall eliminate from consideration for membership on the Committee any candidate who is an elected official of the Village of Bronxville or an officer of a political party; or one currently seeking election to a Village office or to an office in a political party. The Chairman shall also eliminate from consideration for membership on the Committee any candidate who is a faculty member, employee of the school district or a family member of a faculty member or employee of the school district.

IV – 8

It shall be the policy of the Committee that any Committee member who, during his or her tenure on the Committee, chooses to run for political office of becomes an officer of apolitical party, shall immediately resign from the Committee. Any Committee member who, during his or tenure on the Committee, seeks or commences employment with the School District, or whose family member seeks or commences employment with the School District, shall immediately resign from the Committee.

Status

NOT ADOPTED The first part was done about not being allowed to join the NPC in the first place if a someone was faculty or school employee (or family thereof), but not the second part about what if that changes once they are already on the NPC.

Recommendation

CHANGE Recommend making the edit above as recommended to Rule IV.8.

Section C.

Past ARC recommendations not adopted; current Executive Committee has reviewed and recommend to pass on:

2015 ARC #8 Continuity of NPC Officers

***Continuity of the NPC Officers:**

RECOMMENDATION: The Committee believes that Guidelines should recommend that NPC officers be urged to serve for more than one year to provide continuity and/or serve as Chair of NPC committees, such as Recruitment, Nominating, Technology, and/or Public Relations.

Status

NOT ADOPTED It doesn't look like this has been formally adopted, however

Recommendation

PASS ON/NO ACTION The ARC felt that while this was a good guideline, it didn't rise to the level of incorporation as a formal Rule. There may be many circumstances that could affect a member's ability to commit for two years.

2015 ARC #12 BOE trustee ballot system

c) Should the NPC recommend to the BOE to modify the current trustee ballot system that places candidates for a specific seat?

RECOMMENDATION: The Committee believes that the current policy should be reviewed by the NPC. After a complete examination of the trustee ballot system, the NPC may wish to review directly with the BOE.

Status

NOT ADOPTED

Recommendation

PASS ON/NO CHANGE This is outside the scope of the NPC mandate

2015 ARC #13 Representation of the NPC

***Representation of the NPC:** High School, Middle School, Elementary School and pre-school, empty nesters, retirees, and others

Item: Shall the NPC Recruitment subcommittee attempt to seek members who may be underrepresented on the NPC?

RECOMMENDATION: The Committee believes the NPC should be representative of the entire Bronxville community. The Recruitment subcommittee shall try to reach out to residents that may be underrepresented on the NPC.

Status

NOT ADOPTED

Recommendation

PASS ON/NO CHANGE While not adopted as a Rule change, the NPC members feel that the spirit of this recommendation is strongly implicit in the NPC's mission and current recruiting practices of the Recruiting Committee and no explicit change is necessary.

2015 ARC #15 Adjustment of Trustee deadline for extraordinary circumstances

***Adjustment of Trustee deadline due to illness or other extraordinary circumstances.**

Item: Should allowances be made for individuals who for serious reasons apply after the Trustee deadline?

RECOMMENDATION: There may be instances that the NPC, by approval of a majority of members, believe that exceptions shall be allowed for Trustee candidates to submit applications after the deadline.

Status

NOT ADOPTED

Recommendation

PASS ON/NO CHANGE We felt no formal change was needed. As long as Village laws/deadlines for submitting the candidate petitions are met, the NPC can decide – by group vote and based on the circumstances of that particular year – whether or not to allow for late acceptances or to extend the deadline.

***Nomination and election of NPC officers.**

The current rules state the following: “...the Nominating Committee shall present a slate of candidates for officers for the ensuing year.”

RECOMMENDATION: Adjust rules to allow the potential of alternative officer candidates that may run against the individuals presented by the Nominating Subcommittee. The potential alternative officers and/or slate of officers would be presented to the NPC no less than ten days prior to the NPC meeting that elects officers for the ensuing year.

Status

NOT ADOPTED

Recommendation

PASS ON/NO CHANGE In our experience, this scenario seems unlikely to come up and if it did, we felt the member(s) who wished to put forward an alternate slate would find a way to do so without needing to formalize the process for such a contingency in the Rules.

Recommendation:

In reviewing Edgemont's school board nominating process, the 2012 ARC determined that it may be appropriate to consider including a student representative on the NPC to participate in a prescribed and limited manner. (See Section 11 below.). The 2012 ARC does not believe that any other practices or procedures in Scarsdale and Edgemont are practicable or would enhance the effectiveness and operations of the NPC.

10. STUDENT OBSERVER TO NPC

The ARC discussed the issue of student representation on the NPC, specifically during the initial meetings that feature presentations by current members of the school board and the school superintendent focusing on the school district's needs and challenges. The ARC believes that it is important to hear from the student body, and a student representative would provide a valuable perspective to the NPC. A neighboring district, Edgemont, has a student representative on its School Board Nominating Committee. For reasons of confidentiality, however, the ARC feels the student should not participate in candidate interviews or deliberations.

Recommendations:

A. The ARC believes that a student perspective would be of considerable value and recommends that the NPC Chair work with the HS Principal to establish a process for selecting a student representative. The student representative may be the vice president of the Student Faculty Legislature or another HS student as agreed upon by the NPC Chair and the HS Principal. The student representative program will be a pilot program and it is recommended that the next ARC review this program.

B, The ARC recommends that the student representative serve as an ex-officio member of the NPC. The student representatives' role is purely as an observer at NPC organizational meetings, interviews with Trustees/administrators and open meetings. The student representative would not participate in candidate interviews or other meetings during which confidential or sensitive information may be discussed. The student representative would be subject to the confidentiality requirements of the Committee and would be required to execute a confidentiality agreement.

C. No change to NPC Plan or Rules are recommended. Changes to the NPC Chair materials to reflect the addition of a student representative are recommended

Status

NOT ADOPTED Doesn't appear the NPC adopted this recommendation.

Recommendation

PASS ON/ NO CHANGE We felt that adding a student representative was not appropriate.

Recommendations:

A. The ARC recommends that Section IV (10) of the Rules be amended as follows:

CURRENT WORDING:

It is the responsibility of Committee members to inform themselves of the qualifications of candidates for Committee officer, Committee member and Trustee. Each Committee member may make inquiries of other Committee members and/or non-Committee members to inform himself/herself of such qualifications of candidates. Committee members are urged to express their opinions freely in Committee meetings, including any doubts and reservations, in regard to the qualifications of candidates under consideration for Committee and/or Board membership; their comments should be objective, factual, and avoid hearsay. It is the duty of the Chairman to focus the discussion, to the extent possible, upon the qualifications of the candidates and the needs of the school.

PROPOSED AMENDMENT:

It is the responsibility of Committee members to inform themselves of the qualifications of candidates for Committee officer, Committee member and Trustee. Each Committee member may make inquiries of other Committee members and/or non-Committee members to inform himself/herself of such qualifications of candidates. Committee members are urged to express their opinions freely in Committee meetings, including any doubts and reservations, in regard to the qualifications of candidates under consideration for Committee and/or Board membership; their comments should be objective, factual, and avoid hearsay. It is the duty of the Chairman to focus the discussion, to the extent possible, upon the qualifications of the candidates and the needs of the school. **Committee members should avoid discussion of policy or member's individual issues during Committee interviews/meetings, particularly Committee interviews with current Trustees or members of the BUFSD Administration. The only exception to this rule is that members may inquire as to the policy positions of applicants seeking the NPC nomination as candidate for Trustee. Any such policy related inquires of applicants shall be in posed in an objective manner that does not reveal the member's position on the policy in question and should not be the basis for discussion.**

Status:

NOT ADOPTED The NPC didn't adopt this recommendation.

Recommendation

PASS ON/ NO CHANGE. NPC members felt that this recommendation is not only hard to enforce but also potentially counterproductive to evaluating a candidate's perspectives on key issues facing the school.

2012 ARC #6 Add a cross reference to the Rules to the Enhanced confidentiality agreement

Recommendations:

A. The ARC recommends that the NPC amend Section IV (4) of the “Rules” as follows:

CURRENT WORDING:

“Committee interviews and elections shall be kept confidential by the members.”

PROPOSED AMENDMENT:

“Committee member comments relating to individuals under discussion in the conduct of NPC business, formal and informal member deliberations, third party comments, interviews and election results (other than the public notice of applicants chosen as nominees) shall be held in strict confidence by members. This requirement includes, but is not limited to, individuals who may: seek election to the NPC; seek the NPC nomination as candidate for trustee; and/or, be interviewed/contacted by the NPC or members in the conduct of NPC business. It is understood that member comments relate only to the selection of the best nominee(s) and do not reflect members’ personal opinions regarding any individual discussed by the Committee.

Committee members will avoid discussion of school policy or member’s individual issues during Committee interviews/meetings, particularly Committee interviews with current trustees or members of the BUFSD administration. The only exception to this rule is that members may inquire as to the policy positions of applicants seeking the NPC nomination as candidate for trustee. Any such policy related inquires of applicants shall be in posed in an objective manner that does not reveal the member’s position on the policy in question and should not be the basis for discussion

NPC members are required each year to deliver an executed copy a Confidentiality Agreement to the NPC Chair. Members will not be permitted to participate in Committee meetings until such time as this requirement has been satisfied.”

Status

NOT ADOPTED This doesn’t appear to have been adopted. While the Confidentiality Agreement itself looks like it was updated and enhanced in a few ways, the wording of Rule IV.4. is unchanged.

Recommendation

PASS ON/ NO ACTION NEEDED Since the Confidentiality Agreement is required by the Rules, NPC members felt that restating the terms of it within the Rules did not substantively change our commitment to Confidentiality.

2012 ARC #9 Public relations and community awareness

A. **Strive to find 2 candidates for each NPC spot each year.**

Status

NOT ADOPTED

Recommendation

PASS ON/NO ACTION NEEDED This was included in the 2012 report as a suggestion, not a recommended change to the Rules and it is something that the NPC strives to do each year. However, as a practical matter, this has historically proved to be difficult as many potential candidates prefer to defer a year rather than to run against a neighbor. This recommendation was repeated in the ARCs from 1993, 1998, and 2012.

B. **Establish a Public Relations and Communications committee**

Status **DONE**

Appendix.

Past ARC recommendations adopted/no further consideration or action needed:

2015 ARC #3 21 member NPC

***21 NPC members: Should the number be modified?**

The Committee strongly believes that the current number of NPC members of 21 is adequate. Fewer members would reduce the variety of views. As importantly, this divergence of opinion, with 3 members from each of Bronxville's 7 voting districts—with 7 new members each year--safeguards the NPC from being one-dimensional and/or one-issue focused. True, the governance and management of a volunteer 21 member Committee is, at times, difficult. The benefits of 21 members that vet and select nominees to run for School Board far outweighs the potential drawbacks of a large Committee. The ARC 2012 (Attached) has examples of Scarsdale and Edgemont that details these towns' equivalents of the Bronxville Non-Partisan Committee. The ARC 2012 recommended no change in the make-up of the Bronxville NPC.

RECOMMENDATION: Committee members believe the NPC should leave the current number of its members at 21.

Status

NOTHING TO DO The 2012 and 2015 ARC both recommended that the NPC stay as 21 members.

2015 ARC #5 Recruitment committee, timing

***Widening the Available pool of applicants for Trustees/NPC members:**

b) Recruitment Committee: Usually this process begins in earnest during the month of January.

RECOMMENDATION: The Committee believes recruitment for Trustees should begin earlier for known Trustee seat openings. If possible, the Committee supports moving the establishment of the Recruitment Committee's discussions to September or October. Incumbent and non-incumbent applicants are given equal treatment. An earlier outreach program to potential Trustee candidates would allow more time for potential applicants to conduct thorough due diligence, which may or may not include BOE meetings, visiting with current and/or ex-Trustees, and other research as they may choose to conduct. In addition, the added time gives the NPC an opportunity of a wider and longer search.

Status

NO ACTION NEEDED In a review of the Rules and Plan, our current written policy appears to fulfill the recommendation.

Appendix II (Exhibit A)

THE FORMATION AND ROLE OF NPC SUBCOMMITTEES

III. Recruitment Committee: *The members of the Recruitment Committee (the “RC”) shall be appointed by the Executive Committee with the concurrence of the majority of the NPC. The RC shall be comprised of at least five members (both officers and non-officers). The RC begins work in September, by coordinating the recruitment of potential Trustee applicants and potential NPC members.*

DESCRIPTION OF RECOMMENDED SUBCOMMITTEES OF THE NPC

Exhibit B

I. Recruitment Committee

A. The Recruitment Committee (“RC”) shall be defined as follows:

1. *The role of the RC is to coordinate the recruitment of potential Trustee applicants and potential NPC members. The RC develops a long-term strategy of recruitment, with consultation from all members. Focus is not only on the year directly ahead, but several years into the future. For example, the recruitment process may begin three years ahead of time for a specific characteristic (i.e. accounting expertise is important for the BOE).*

2015 ARC #6 Candidate coordinator guidelines

(A) References for re-nomination Trustees

***Candidate Coordinator Guidelines of 2012:**

a) References for current Trustees who are seeking re-nomination.

RECOMMENDATION: The Committee believes that the NPC should have further flexibility as to the references it seeks for applicants seeking re-nomination. Currently, ‘people related to his/her current duties as Trustee of the BOE’ are allowed as references. The Committee believes that Candidate Coordinators, with approval from the NPC, should determine more references, if necessary, that may give a more complete picture of the Trustee applicant.

Status

ADOPTED/NO ACTION NEEDED In a review of the Rules, it appears the *Candidate Coordinator* role was replaced with the *Application Administration Committee*. Furthermore the issue above was addressed and supplemental references (in addition to those provided by the applicant), “...shall be derived from the applicant’s involvement with civic, charitable, and community involvement. With consultation from the Policy and Procedures Committee, the Application Administration Committee suggests supplemental references. Any member may suggest supplemental references. Supplemental references must be approved by a majority vote of the NPC.”

(B) NPC/Applicant conflict of interest

b) Conflicts of interest between applicants and NPC members.

RECOMMENDATION: Currently, there are guidelines that restrict NPC members that have close relationships with a Trustee applicant from serving as an applicant’s Candidate Coordinator. The Committee believes that a disclosure survey which details any conflicts of interest should be completed by NPC members and Trustee applicants. This survey would allow the NPC to choose the members best suited for examining the Trustee applicants’ references, and other materials deemed important by the NPC in evaluating candidates.

Status

ADOPTED/NO ACTION NEEDED In a review of the Rules, a Conflict of Interests form was implemented in the past and requires information from all NPC Committee members about such relationships, not just those in the *Candidate Coordinator/Applicant Administration Committee* roles.

(C) Changes to candidate due diligence process

c) Candidate Coordinator Guidelines.

RECOMMENDATION: NPC Due diligence of Trustee applicants has changed through the years. The responsibilities of the Candidate Coordinator have increased along with the focus upon due diligence. The Committee believes that the NPC should review, and perhaps, modify Candidate Coordinator Guidelines. Suggestions may include having more than one interviewer on the telephone during phone interviews of Trustee references, utilizing the above mentioned disclosure form to choose the interviewers for references, and the creation of a separate NPC subcommittee to review all aspects of the Trustee application. Candidate coordinators should approach their work with a spirit of neutrality (when examining, evaluating, and reviewing the application of a Trustee candidate) and should refrain from advocating for said Trustee candidate until such time as the candidate's application is reviewed by the entire NPC.

Status

NO ACTION NEEDED The "Candidate Coordinator Guidelines" have since been replaced by the Applicant Administration Committee and have addressed this recommendation.

2015 ARC #14 Advisory Subcommittee

***ADVISORY SUBCOMMITTEE:** An appointed subcommittee of non-NPC members, approved by a majority of the NPC, that could assist the NPC on matters of governance in between Advisory Review Committees (according to NPC rules occurs at least every four years). The Advisory Board would be no larger than 5 persons, and not have any vote on the NPC. Also, this Advisory Board would be comprised of ex-Trustees, ex Mayors, and other ex-officials that can assist in some fashion in recruitment.

RECOMMENDATION: Instead of a subcommittee comprised of non-NPC members, the Committee believes that an NPC subcommittee should be created which focuses upon procedures, rules, policies, and conflicts that may arise.

Status

ADOPTED/NO ACTION NEEDED The Policy and Procedures Committee fulfills this recommendation

2012 ARC #2 Trustee nominees should be eligible voter in Bronxville

Status **DONE/NO ACTION NEEDED**

2012 ARC #4 NPC election procedures (election to join the NPC)

Status **NOTHING TO DO**, ARC didn't think procedures needed to change.

2012 ARC #5 Voting procedures.

Status ADOPTED/NO ACTION NEEDED

2012 ARC #7 ARC Confidentiality Agreement

7. ARC CONFIDENTIALITY AGREEMENT

It is important that the ARC be able to discuss NPC procedures fully and openly in order to most effectively evaluate the workings of the NPC. Occasionally, it is necessary that certain confidential elements of the NPC's operations are discussed by ARC members. In order to ensure that these discussions remain confidential, the ARC has unanimously agreed that all ARC members should sign a Confidentiality Agreement. This agreement was executed by all members of the 2012 ARC.

Recommendation:

The ARC recommends that a Confidentiality Agreement as set forth in Appendix VI be included in the ARC Chairman's Manual for use by future ARCs.

Status Unclear

Recommendation

NO CHANGE TO RULES/CHANGE TO GUIDELINES As part of the 2019 ARC process, we will create a "ARC how-to" guide to help future ARCs operate smoothly and efficiently. We will include this recommendation in that guidance.

2012 ARC #11 Change NPC election to school academic calendar, done!

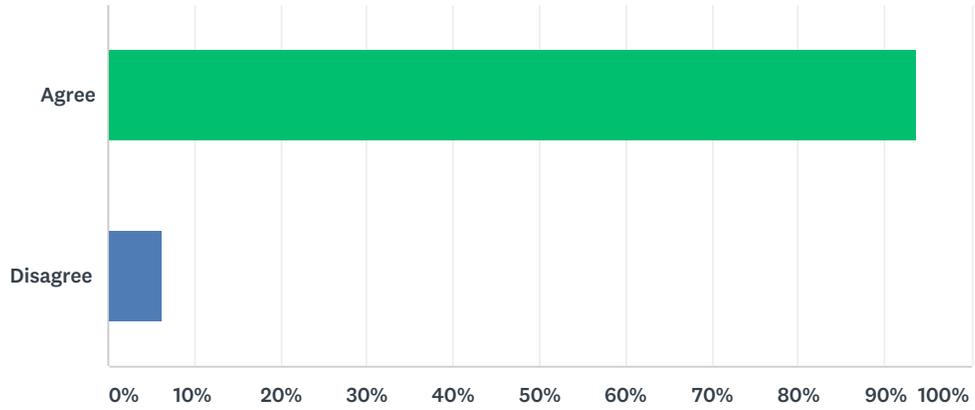
Status ADOPTED/NO ACTION NEEDED

2012 ARC #12 Other technical references and inconsistencies

Status ADOPTED/NO ACTION NEEDED

Q1 ARC Section A, Topic 1: The current timing of the NPC election as laid out in the calendar is optimal (e.g., elections to be held during the last two weeks of May and after the BoE/budget vote). For clarity, Section 3 of the Plan should be updated to specify that the NPC election should take place after the BoE/budget vote.

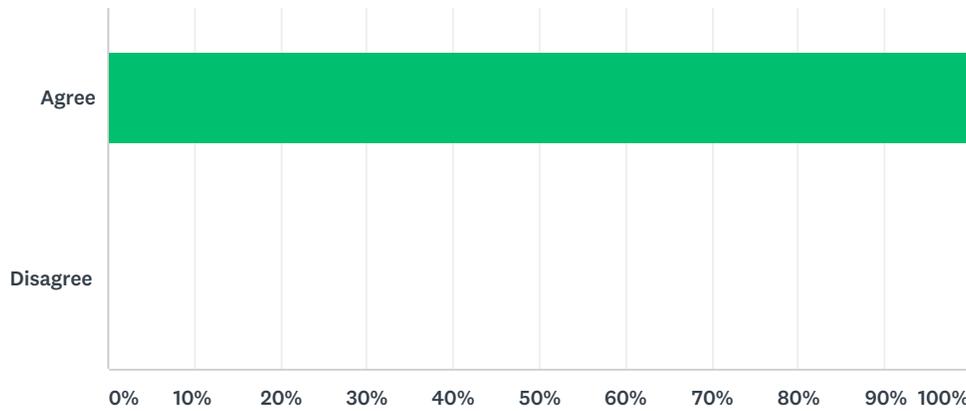
Answered: 16 Skipped: 0



ANSWER CHOICES		RESPONSES	
Agree		93.75%	15
Disagree		6.25%	1
TOTAL	TOTAL		16

Q2 ARC Section A, Topic 2: Our current voting procedures are sufficient as amended in Jan 2018 and do not warrant further change

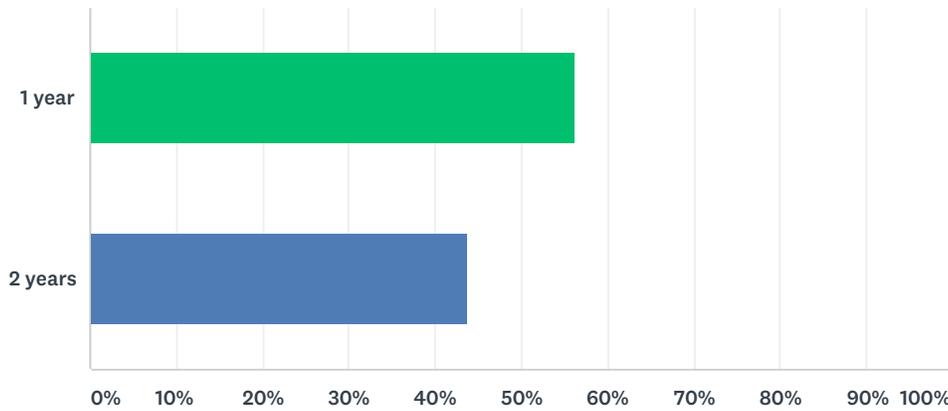
Answered: 15 Skipped: 1



ANSWER CHOICES	RESPONSES	
Agree	100.00%	15
Disagree	0.00%	0
TOTAL		15

Q3 ARC Section A, Topic 3: Ex-NPC members should be prohibited from applying for Trustee for

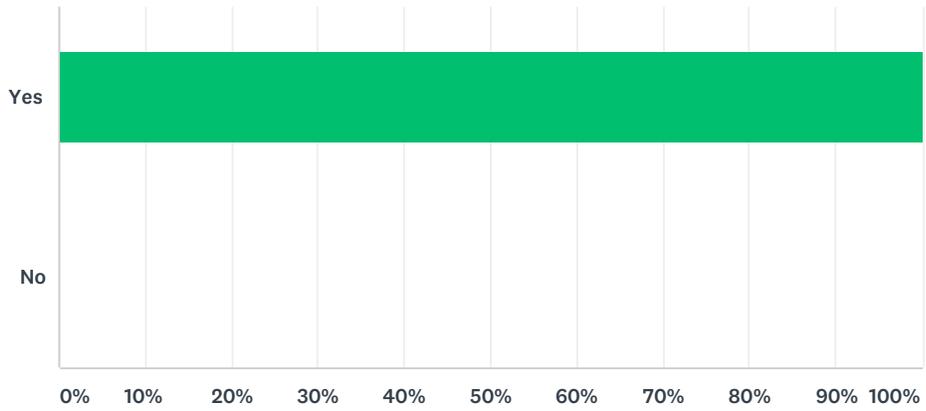
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
1 year	56.25%	9
2 years	43.75%	7
TOTAL		16

Q4 I vote to approve the changes proposed in ARC Section B

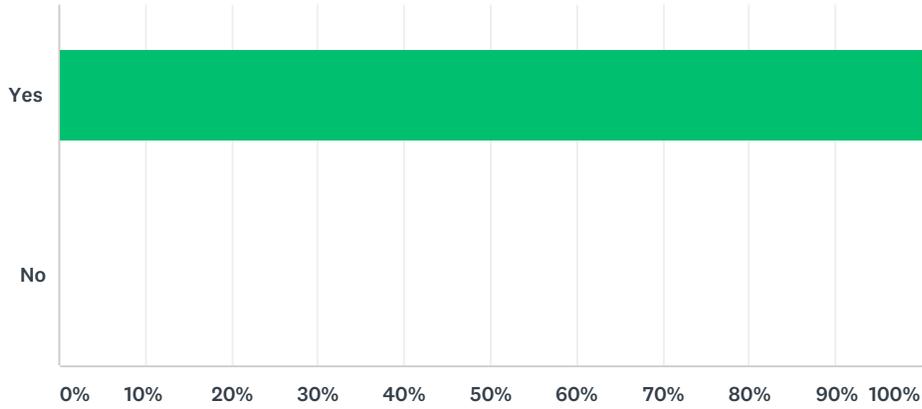
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	16
No	0.00%	0
TOTAL		16

Q5 I vote to pass on/not adopt the items in ARC Section C

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	16
No	0.00%	0
TOTAL		16

RULES OF PROCEDURE OF THE NON-PARTISAN COMMITTEE

Adopted Pursuant to Paragraph 5(b) of
the “Plan” Adopted January 13, 1936
As adopted on December 11, 1967;
Revised December 12, 1977; Amended
December 13, 1982; November 22, 1983;
October 2, 1984; June 23, 1988; December 7, 1993;
January 27, 1998; December 9, 2002; March 24, 2009; December 4, 2013; September 23, 2014,
March 17, 2015; May 26, 2015, March 1, 2016, September 27, 2016, ~~and~~ January 30, 2018, ~~and~~
~~May 15~~ March 28, 2019.

I. NOMINATION AND ELECTION OF COMMITTEE MEMBERS

1. In the Spring of each year, the Chairman shall convene the Committee for the purpose of nomination by the Committee of candidates from each election district for election to the Committee. The time-frame for this process shall be consistent with the sequence for election stated in paragraph 3 of the “Plan.”
2. 21 days prior to the first meeting at which the Committee will consider candidates for Committee member the Chairman shall make public in the local media and on the NPC website:
 - a. a request for the submission of names of potential candidates; and,
 - b. a description of the Committee’s purpose and processes, including its role in a contested election.
3. At the first meeting at which the Committee will consider candidates for Committee member:
 - a. the Chairman shall advise the Committee of the eligibility for re-election of members with expiring terms;
 - b. Committee members shall present to the Committee the names of candidates qualified for nomination to the Committee; and,
 - c. any Bronxville Village resident or any other Committee member may present names of qualified candidates in each district.
4. The Chairman shall assign to various Committee members the names of candidates for the purpose of an interview to determine the candidate’s willingness to serve. Those candidates willing to be considered will be required to complete a brief form covering basic biographical information and relevant experience (the “Information Form”); this form should also summarize the duties of Committee members. The Chairman shall eliminate from consideration for membership on the Committee any candidate who is an elected official of the Village of Bronxville or an officer of a

- political party; or one currently seeking election to a Village office or to an office in a political party.
5. Prior to the mailing of ballots as required in Paragraph 3 of the Plan, the Secretary of the Committee shall:
 - a. verify that each candidate is a resident of the election district he or she is to represent and has been a resident of the Village of Bronxville for at least two years, unless otherwise agreed upon by the Committee;
 - b. distribute to each member a list containing the names of candidates arranged according to election district;
 - c. verify that each candidate is not an elected official of the Village of Bronxville or an officer of a political party; or that the candidate is not seeking elective office in the Village of Bronxville; and,
 - d. verify that each candidate is not a faculty member or employee of the school district, or a family member of a faculty member or employee of the school district.
 6. After the Committee has received Information Forms from candidates and has a full list of candidates for election to the Committee:
 - a. the Chairman shall publish the biographies of the candidates called for in paragraph 3 of the “Plan”; and,
 - b. the Chairman shall with the concurrence of the majority of the Committee appoint a person to administer the election with adequate safeguards to protect voters’ privacy.
 7. The Committee shall not campaign on behalf of a candidate but an individual Committee member may do so.
 8. The Committee shall actively encourage residents of the Bronxville School District to be placed independently on the ballot for election to membership on The Non-Partisan Committee by making available to the community the Information Form, required to be filled out by those wishing to have their names placed on the ballot, in advance of the date for composing the printed ballots. The Information Form shall be available for download from the NPC website and available for pickup from the Superintendent’s Office, Village Hall and The Village Library.
 9. In counting ballots cast in the election for new NPC members, an existing NPC member shall not be involved in opening or counting ballots cast by voters from the Election District represented by such NPC member.
 10. Election of NPC members may take place through mailing of paper and/or electronic ballots. The NPC shall use reasonable efforts to (i) update annually the email list used for online balloting and (ii) use the most current and reliable technology for distributing email ballots and casting votes. An electronic ballot shall be considered

authentic after confirmation of voter's e-mail address. The electronic vote is reviewed by an independent organization, such as the League of Women's Voters.

II. NOMINATION AND ELECTION OF COMMITTEE OFFICERS

1. In September, the Executive Committee (which shall be defined as the Chairperson, the Vice Chairperson and the Secretary/Treasurer, collectively) with the concurrence of the majority of the NPC shall appoint no less than five members representing different election districts, the majority of whom shall be members retiring from the Committee, to serve on the Nominating Committee.
2. In the Spring, the Nominating Committee shall present to the NPC a slate of candidates for officers for the ensuing year. The NPC shall vote for officers at a meeting held in May or June.
3. The officers shall consist of a Chairperson, Vice Chairperson, and a Secretary/Treasurer. The NPC may elect Co-Chairs for each office. Potential NPC officers are encouraged to commit to more than one year as an officer.
4. Any member may submit nominations for officers.
5. Officers may not succeed himself or herself in the same office.
6. It is preferred that officers reside in different election districts.
7. Each Spring, the NPC shall decide which subcommittees, including but not limited to those set forth on Appendix II, it shall form for the upcoming year.
8. Each Spring, the Nominating Committee shall present to the NPC for its approval subcommittee Chairs and/or Co-Chairs for the ensuing year.

III. NOMINATION AND ELECTION OF TRUSTEES

1. In January, the Chairman shall convene the Committee for the purpose of nomination by the Committee of one candidate for each vacancy on the Board of Education. The time-frame for this process shall be consistent with the sequence for elections stated in paragraph 5(a) of the "Plan."
2. In September, the Chairman shall distribute to each Committee member a copy of the "Plan," of the Rules of Procedure, a map showing the Bronxville Village election districts, and a statement of the powers, functions and duties of the Trustees of the Bronxville School District.
3. The Chairman shall advise the Committee of the number of vacancies to be filled on the Board at the next election, of the names of Board members with expiring terms, and of the eligibility for re-election of Board members with expiring terms. Prior to January, the Chairman shall ask each Board member eligible for re-election to advise the committee in writing, with a copy to the local media, of his or her intention of standing for re-nomination.
4. Prior to interviewing and evaluating Trustee nominee candidates, the Committee shall discuss issues facing the Board and their implications for selection of nominees. To

facilitate its discussion, the Committee may wish to invite one or more current Trustees and/or the Superintendent of Schools to address the meeting; it may also wish to sponsor a public general meeting or district meetings to ascertain the views of the community. It shall be the duty of The Non-Partisan Committee to announce publicly each year its search for candidates for School Trustees, and incorporate in that announcement the language from IV-14(a) of the Rules of Procedure.

5. Each Committee member shall present to the Committee the names of candidates qualified for nomination to the Board.
6. The Committee shall contact every potential candidate suggested to it. The Chairman shall assign to various Committee members the names of candidates for the purpose of an interview to determine whether the candidate will consent to be a Committee nominee.
7. Prior to the interviews:
 - a. the Committee shall develop an action plan for promoting its candidates in the event of a contested election. Such plan shall include the public meeting required by paragraph III (12) of these Rules and other measures primarily directed toward ~~persuading~~ demonstrating to the community that the Committee's process is thorough and fair and that the process results in the nomination of candidates who are best able to serve the interests of the school community. The emphasis should be on enhancing the community's understanding of the Committee's function and process as well as maintaining the trust that the community has in the Committee. The Committee's action plan shall be articulated in writing to each candidate who interviews with the Committee; and,
 - b. all candidates will be asked to complete a form provided by the Committee which will cover basic biographical information, relevant experience, involvement in the school, current issues facing the Board, and a list of references. References shall not include any current BOE trustees.
8. The Chairman shall circulate the completed forms to the Committee members prior to the initiation of the Committee interview process.
9. All nominees shall be interviewed by the Committee, whether standing for election or re-election.
10. Each Committee member is responsible for becoming acquainted, either through the interview process or in some other manner, with each nominee.
11. Voting for Committee nominee shall be by ballot and be performed according to the procedure detailed in APPENDIX I. To be designated a Committee nominee for a Board vacancy; a candidate must receive at least fourteen (14) affirmative votes, except as otherwise may be provided in APPENDIX I. A motion to make the designation unanimous can be defeated by one negative vote.

12. A public meeting shall be held each year to meet The Non-Partisan Committee candidates for Trustee.

IV. GENERAL PROVISIONS

1. A quorum of the Committee shall consist of eleven (11) members, except that at a meeting to elect Committee members and/or Trustees, a quorum shall consist of fourteen (14) members.
2. The Secretary shall keep minutes of Committee meetings.
3. For purposes of disseminating the district ballots described in paragraph 3 of the Plan, the Secretary may rely on the most reasonably current Village mailing list that is available. The NPC should make every reasonable effort to enable all residents to vote. The NPC should send ballots to every household on the mailing list, include two ballots in each envelope sent, and provide extra ballots in the Superintendent's Office, to be used by additional members of a household who are eligible to vote in the election.
4. Committee interview and elections shall be kept confidential by the members.
5. Committee meetings shall be called by the Chairman upon at least five days written notice to Committee members. The purpose of the meeting shall be identified in the notice.
6. Committee ballots for nominees shall be counted by two NPC members. One counter shall be an NPC Officer: either Chair, Vice Chair, Secretary, or Treasurer, selected in this order. The second counter shall be a non-NPC officer and shall be either a former NPC officer or a 3rd year NPC member, selected in this order. Selections will be determined by the NPC officers and approved by the NPC. Vote counts shall not be disclosed to anyone, including other Committee members, as stated in Appendix I of the Rules and Procedures, NPC Voting System
7. A Committee member shall not be elected for more than one full term, except:
 - a. a former Committee member is eligible for re-election after an absence of three (3) years from Committee membership;
 - b. a member may be re-elected once after serving a partial term of less than one-half of one full term;
 - c. a member who, during the course of the year moves from one election district to another within the Bronxville School District without having completed a full term, shall be eligible to stand for election from the new district for one full three-year term.

8. It shall be the policy of the Committee that any Committee member who, during his or her tenure on the Committee, chooses to run for political office or becomes an officer of a political party, shall immediately resign from the Committee. Any Committee member who, during his or her tenure on the Committee, seeks or commences employment with the School District, or whose family member seeks or commences employment with the School District, shall immediately resign from the Committee.
9. Each officer shall maintain a record of his or her activities relating to the execution of the duties prescribed in these Rules of Procedure and the “Plan,” and of any other duties or assignments carried out in the Committee’s interests. The record shall be given to the officer’s successor.
10. It is the responsibility of Committee members to inform themselves of the qualifications of candidates for Committee officer, Committee member and Trustee. Each Committee member may make inquiries of other Committee members and/or non-Committee members to inform himself/herself of such qualifications of candidates. Committee members are urged to express their opinions freely in Committee meetings, including any doubts and reservations, in regard to the qualifications of candidates under consideration for Committee and/or Board membership; their comments should be objective, factual, and avoid hearsay. It is the duty of the Chairman to focus the discussion, to the extent possible, upon the qualifications of the candidates and the needs of the school.
11. Committee members shall attend meetings of the Board of Education as often as possible. The Committee should consider having a brief report on the preceding Board meetings at each of its meetings.
12. Each member of the Committee should make a concerted effort to communicate with neighbors, friends and the community to ascertain the needs of the school and actively canvass the community for possible candidates for Trustees and committee members.
13. Once a nominee for Trustee has been duly designated as a candidate by the Committee, it shall be considered inappropriate for any individual member or group of members of the committee to (a-) personally promote a Committee candidate with language or in a format that differs significantly from that approved by the Committee and the Public Relations subcommittee, or to (b) promote a non-Committee candidate in the public election.
14. The criteria applied in selecting Trustees include:
 - a. It is the policy of the Committee that a nominee for Trustee shall be an individual whose educational or professional background and/or volunteer experience will enhance the candidate’s effectiveness and who will make a substantial contribution to the deliberations of the Board. The candidate must be

knowledgeable about the needs of the Bronxville School and community and must be a registered voter in the Bronxville, N.Y. election district. Candidates must be aware of the heavy time requirements for service on the Board of Trustees, and prepared to make allowances in their vocational and personal commitments so that they will be able to attend all meetings and fulfill committee assignments.

- b. It is currently the law of New York that a nominee for school board trustee shall:
 1. be able to read and write;
 2. be a qualified voter of the school district (*i.e.*, must be a U.S. citizen, 18 years or older, a district resident for at least 30 days, and not be a convicted felon or have been adjudged an incompetent);
 3. have been a district resident for at least one year prior to the election (but need not have been a taxpayer);
 4. not have been removed from a school district office within one year of the election;
 5. not be an employee of the Board of Education;
 6. be the only member of his/her family (defined as those within the same household) on such board.

- c. It is the policy of the Committee that an applicant ~~nominee~~ for school board Trustee shall not be:
 1. an elected official of the Village of Bronxville;
 2. a former Trustee who has not been off the Board for more than two (2) years;
 3. a faculty member or employee of the Board of Education;
 4. the spouse of a faculty member or employee of the Board of Education
 5. a ~~retired-former~~ member of ~~the~~ Non-Partisan Committee who has not been off the Committee for more than one (1) year; ~~or,~~
 6. ~~the spouse of a member of The Non-Partisan Committee~~In the event an applicant is the spouse of a member of the Non-Partisan Committee, such NPC member shall recuse him/herself from the NPC activities during such year.

15. An appeal for funds should be included in the mailing of ballots for election of Committee members. Additional fundraising methods should be employed as and when necessary.
16. At least every four (4) years the Committee shall form an advisory committee to review its procedures. The committee shall be composed of Committee members, former Committee members and representatives of the community.
17. These Rules of Procedure were adopted by the affirmative vote of fourteen (14) Committee members. Any waivers of or amendments to these Rules of Procedure shall require the affirmative vote of fourteen (14) Committee members.
18. Where not otherwise provided, the procedures of the Committee shall be governed by Robert's Rules of Order, Revised.

APPENDIX I

Description of Recommended NPC Voting System For the Selection of NPC Nominees for Trustee of the BUFSD

Principles Underlying NPC Voting Procedures:

- In each Voting Round, other than a Run-Off Qualification Voting Round (RQR), each NPC member will cast one vote for each Trustee seat up for election for which a nominee has not been elected in a previous round.
- In RQRs, each NPC member will cast one vote to determine candidates who will be included in subsequent Voting Rounds. The candidate who receives the fewest votes in a RQR will not be included in subsequent Voting Rounds. A candidate may not be elected as a nominee in a RQR.
- A candidate will not be elected as nominee due to the elimination of another candidate. All votes in which a nominee can be elected will be “contested”, i.e., there will be more candidates than seats for which a nominee has not been elected.
- Voting is non-cumulative.
- Tallies of votes are not disclosed by vote counters. Candidates who are nominated (i.e. receive 14 or more votes, except as otherwise provided herein) are identified as nominees and, in RQRs, members advancing to the next Voting Round are identified. Vote counts are not to be disclosed to Committee members.
- Only NPC members who have personally interviewed ALL individuals seeking the NPC nomination as Trustee are eligible to vote in the nominee selection process. Participation by all NPC members is urged.
- Before voting begins in contested elections, it is recommended that each NPC member should be allowed not less than 3 minutes to discuss his/her criteria for evaluating candidates and to discuss their impressions of individual candidate’s strengths/weaknesses. After each NPC member has been heard, it is further recommended that the Committee hold an open discussion of not less than 20 minutes. Proxy votes (that is, votes cast by NPC members who are not physically present at the election meeting) are counted for the first round that such NPC members are not physically present at the election meeting. Proxy votes will not be counted for any rounds subsequent to the first round that such NPC members are not physically present at the election meeting.
- It is recommended that between voting rounds the Committee hold an open discussion of a length to be determined by the Committee.

~~It is recommended that, regardless of how long it might take, All voting shall take place during one election meeting, unless a second vote night is approved by a vote of 14 or more members.~~

General Description of Voting Procedures:

a. In Voting Rounds 1 through 3, all candidates other than those who have been elected as nominees in previous rounds are placed on the ballot. Any candidate receiving 14 or more votes in a round is elected as a nominee. Voting will cease when the number of nominees elected is equal to the number of Trustee seats up for election.

b. In Voting Rounds 4 and after, all remaining candidates are placed on the ballot. Except as provided in paragraph d. below, any candidate receiving 14 or more votes is elected as a nominee. The candidate with the fewest votes will be removed from the ballot and NPC members will vote again for the remaining candidates. Except as provided in paragraph d. below, any candidate receiving 14 or more votes is elected as a nominee. This voting procedure will be repeated until nominees have been elected for all Trustees seat up for election. Note: At such time as the number of applicants eligible for election is one greater than the number of Trustee seats for which a nominee has not been chosen in a previous Round, all candidates will be listed on the ballot. This voting procedure will be repeated until the number of nominees elected in all Voting Rounds is equal to the number of Trustee seats open for election.

c. If in Voting Rounds 4 and later, the number of candidates exceeds the number of seats for which a nominee has not been elected by two or more, and there is a tie for the candidate with the fewest votes, then a RQR will be held. Candidates tied for the fewest votes will be placed on a ballot. Each member will place one vote for the candidate which he/she supports to be placed on the ballot for the next Voting Round. The candidate with the fewest votes will be removed from the ballot and another Voting Round will take place. In the event that a RQR results in a tie for fewest votes, the procedure will be repeated until a one candidate receives the fewest votes.

d. If, at any time after Voting Round 4, the number of applicants eligible is one (1) greater than the number of Trustee seats for which a nominee has not been chosen in a previous Round, and if no applicant has been elected with 14 votes for two (2) successive Rounds, then in the third successive round the number of votes required shall be reduced to 13 votes, and each Round thereafter the votes required to elect shall be reduced by one (1) vote per Round until a nominee is elected. By way of example, if there is one Trustee seat available as of Round 5 and two candidates remaining, and neither candidate remaining receives 14 votes in Round 5 or Round 6, then in Round 7 the number of votes required is reduced to 13, and if no candidate is elected in Round 7 then the number of votes required is reduced to 12 in Round 8, and so on.

Detailed Description of Voting Procedures:

Definitions

Candidate(s)- Individuals who (1) have submitted complete NPC applications in compliance with NPC procedures; (2) are qualified to seek the NPC nomination for Trustee of the BUFSD; and, (3) have participated in NPC interview/due diligence process

Nominee(s) - Individuals who have been nominated by the NPC as candidates to seek election as Trustee of the BUFSD with the endorsement of the NPC. Except as otherwise herein provided, applicants must receive at least 14 affirmative votes from NPC members to be elected as a nominee.

X - # of Trustee seats up for election

N - # of nominees elected by NPC

Round I: All candidates are on the ballot.
Each NPC member casts one vote for each nomination that needs to be filled.
Each candidate who receives at least 14 votes is nominated.
If fewer than X candidates are nominated, proceed to Round II.

Round II: Candidate(s) nominated in Round I do not appear on the ballot.
Each NPC member casts a number of votes equal to the number of nominations that remain to be filled.
Each candidate who receives at least 14 votes is nominated.
If fewer than X candidates are nominated in Rounds I and II, proceed to round III.

Round III: Candidate(s) nominated in Rounds I and II do not appear on the ballot.
Each NPC member casts a vote equal to the number of nominations that remain to be filled.
Each candidate who receives at least 14 votes is nominated.
If fewer than X candidates are nominated in Rounds I, II, and III and if there are more than “X-N+1” candidates in contention, proceed to round IV.
If there are “X -N+1” candidates, repeat Round III until remaining nominees are elected.

Round IV+ The following candidates do not appear on the ballot: (a) candidate(s) nominated in previous rounds, and (b) the candidate who received the fewest votes in the previous round.
If there is a tie for fewest votes in the Voting Rounds 4 or later, the tie is broken by a Run-off Qualification Voting Round (RQR). Each NPC member casts one vote for one of the candidates tied for fewest votes. The candidate who receives the fewest votes does not appear on the ballot, with the other candidate(s) appearing on the ballot. In the event of a tie in a ROQVR,

subsequent ROQVR votes will be held on the same basis until one candidate receives the fewest votes – this candidate will not appear on the ballot.

Each NPC member casts a number of votes equal to the number of nominations that remain to be filled.

Each candidate who receives at least 14 votes is nominated.

If fewer than X candidates are nominated in Rounds I, II, III, IV etc., and if there are more than “X-N+1” candidates in contention, repeat Round IV procedure until there are “X-N+1” candidates.

When there are “X-N+1” candidates, the following candidates do not appear on the ballot: (a) candidate(s) nominated in previous rounds, and (b) candidate (s) who received the fewest votes in any previous round.

Each NPC member casts a number of votes equal to the number of nominations that remain to be filled.

Each candidate who receives at least 14 votes is nominated.

This process is repeated until all nominations are filled.

- Round V+ If the number of applicants available is one greater than Trustee seats available, and if no applicant has been elected for two consecutive rounds, then:
- (1) in the next round of voting the number of votes required is reduced to 13; and
 - (2) in each successive Round thereafter the number of votes needed is reduced by one vote until a candidate is elected.

Appendix II (Exhibit A)

THE FORMATION AND ROLE OF NPC SUBCOMMITTEES

The following are subcommittees that the NPC, if approved by the NPC in the Spring, will include in their organization for the following year:

- I. **Executive Committee:** The Chairperson, Vice Chairperson, and Secretary/Treasurer, elected pursuant to Section II of the Rules of Procedure of the Non-Partisan Committee (the “Rules”), comprise the Executive Committee. NPC officers meet regularly to coordinate subcommittees, ensure timetables are met, and relay information to members. Also, a brief outline of the Executive Committee discussion points shall be provided to all NPC members, and/or reviewed at a regular NPC meeting.
- II. **Nominating Committee:** In September, the Executive Committee with the concurrence of the majority of the NPC shall appoint no less than five members representing different election districts, the majority of whom shall be members retiring from the NPC, to serve on the Nominating Committee. (Requires amendment to Section II of the Rules, as set forth in Exhibit A hereto.)

- III. **Recruitment Committee:** The members of the Recruitment Committee (the “RC”) shall be appointed by the Executive Committee with the concurrence of the majority of the NPC. The RC shall be comprised of at least five members (both officers and non-officers). The RC begins work in September, by coordinating the recruitment of potential Trustee applicants and potential NPC members. (Further details are described in the proposed new Appendix II to the Rules, which is attached hereto as Exhibit B.)
- IV. **Application Administration Committee:** Once the Trustee application deadline has passed, the Application Administration is nominated by the Nominating Committee in consultation with the Executive Committee and approved by a majority of the NPC. All information related to Trustee applicants (applications, recommendations, references, feedback, etc.) is processed within this subcommittee. (Further details are described in Exhibit B.)
- V. **Policy and Procedures Committee:** The Policy and Procedures Committee reviews complaints and members’ conflict of interest forms. (Further details are described in Exhibit B.)
- VI. **Technology Committee** as defined below:
 - a) Focuses on ensuring the NPC e mail distribution list is up-to-date.
 - b) Updates the NPC website.
 - c) Works with the Public Relations Committee to increase the visibility of the NPC, including through the use of Facebook and other outlets.
 - d) Works with the Treasurer to raise funds for the NPC to cover operating costs.
- VII. **Public Relations Committee** as defined below:
 - a) Ensures press releases are sent to newspapers and other outlets in a timely fashion.
 - b) Updates and monitors the NPC e mail address account.

Governance surrounding the above committees:

- 1. Before September, a survey of interest in committees is sent by the Executive Committee to newly elected and returning members.
- 2. Each Spring, the NPC meets to discuss and determine which subcommittees shall be necessary for the coming year. In September, the Executive Committee, with the concurrence of a majority of the NPC, shall appoint members to be included in each committee (other than the Application Administration Committee) that the NPC has decided to form for that year.
- 3. Each subcommittee chair and/or co-chair shall invite all NPC members to every meeting, and shall provide a telephone conference call number for members that are unable to attend in person.
- 4. Attendance at these subcommittee meetings are not mandatory for members who do not sit on the relevant subcommittees. Also, a brief outline of the meeting’s discussion points shall be provided to all NPC members, and/or reviewed at a regular NPC meeting. The Secretary will be responsible for ensuring subcommittee updates are submitted to the Chairman prior to regular NPC meetings in a timely fashion so as to be included in e mail distributions of weekly NPC meeting agendas.

DESCRIPTION OF RECOMMENDED SUBCOMMITTEES OF THE NPC
Exhibit B

I. Recruitment Committee

A. The Recruitment Committee (“RC”) shall be defined as follows:

1. The role of the RC is to coordinate the recruitment of potential Trustee applicants and potential NPC members. The RC develops a long-term strategy of recruitment, with consultation from all members. Focus is not only on the year directly ahead, but several years into the future. For example, the recruitment process may begin three years ahead of time for a specific characteristic (i.e. accounting expertise is important for the BOE).
2. RC members are the candidates’ NPC liaison to answer questions and/or provide information. The RC’s job is organizational in nature.
3. All NPC members are encouraged to assist the RC in the recruitment of Trustee and NPC applicants, and to suggest desired applicant characteristics.
4. All members are invited to RC meetings. These meetings are not mandatory for non-RC members. Notes of RC meetings shall be disseminated by the Chair or Co-Chairs of this subcommittee to the Committee as the next scheduled NPC meeting or sooner if appropriate.
5. Soon after the Trustee application deadline, the RC Committee shall assist the Public Relations Committee in publicizing to the Bronxville Community all the Trustee applicants.
6. Each September, the Executive Committee, with the concurrence of a majority of the Committee, shall appoint no less than five members to the RC. The RC shall be comprised of both officers and non-officers. They will encourage potential Board of Education Trustee applicants to attend BOE meetings, meet current and ex-Trustees, and any further information they may need to make a determination to become a Trustee.

B. Introductory Letter and Meeting:

1. An Introductory Letter detailing the process of due diligence that the NPC undertakes for all School Trustee applicants will be delivered by the RC to each applicant. It will be made clear in this letter that applicants have three opportunities to make their case to the NPC about the strength of their candidacy: written response in the application (plus any follow-up necessary), references, and interview. Each September, the Introductory Letter will be drafted by the RC and subject to the approval of a majority of the NPC.
2. In October and/or November, an Introductory Meeting may be held by the RC with potential Trustee candidates to review the NPC process. Ex-Trustees and/or all NPC members may attend this RC sponsored meeting.

C. Trustee Application:

1. Each year, a comprehensive Trustee application shall be drafted by the Recruitment subcommittee, and approved by a majority vote of the NPC.
2. Includes a survey of conflicts of interest with NPC members, school board officials, political parties, and/or employees of the Bronxville Schools. This survey will inquire as to the specific nature of these relationships, if any.

3. Includes approvals of compliance, if required, from the applicant's professional, charitable and civic organizations.
4. Questions may be asked, such as the following: If there is a contested election, will you be open to a debate? Do you believe you would be interested in running again in three years, if you are nominated and elected this year?
5. Once the Trustee application deadline has passed, a candidate is prohibited from contacting any member about their candidacy. **Only in extraordinary circumstances may a Trustee applicant contact a member of the NPC to discuss his/her application or the NPC process. Any such instances must be reviewed by the Policy and Procedures Committee. ANY VIOLATION OF THE ABOVE MAY RESULT, upon a majority NPC vote, IN SANCTIONS to be determined.**

D. NPC Conflict of Interest Disclosure Form:

For information purposes, all conflicts of interest with Trustee applicants shall be disclosed by NPC members on the Conflict of Interest Disclosure Form, which will be created by the RC and subject to the approval of a majority of the NPC. These conflicts may include personal friendships, professional relationships, and/or other areas the RC believes could pose issue in the NPC process. This form will be completed by each NPC member within 48 hours of the application deadline. The Disclosure Form shall be reviewed by the Policy and Procedures Committee. Conflicts of interest will be disseminated to all members at the first NPC meeting to be convened after the application deadline. If any such conflict of interest shall arise after the submission by a member of his/her Disclosure Form, that member shall promptly notify the Policy and Procedures Committee within 48 hours of such conflict of interest. These conflicts of interest will be reviewed again by the NPC 48 hours prior to Deliberations Night and Vote Night. **FAILURE TO DISCLOSE A CONFLICT OF INTEREST MAY, upon a majority NPC vote, RESULT IN SANCTIONS to be determined.**

II. Application Administration Committee

A. The Application Administration Committee shall be defined as follows:

- a) The Nominating Committee nominates members on the Application Administration Committee, in consultation with the Executive Committee, soon after the Trustee application deadline. Preferably, these members are not on the RC, nor have any conflicts of interests with the applicants. Members of this committee may be officers. This subcommittee shall be approved by a majority vote of the NPC.
- b) Once the Trustee application deadline has passed, all information related to Trustee applicants is processed within the Application Administration Committee. Each Trustee candidate's application, recommendations, feedback, references and other material deemed relevant is delivered to all members, preferably by [a secure electronic mechanism that is accessible only to members of the NPC](#)~~hard copy~~, prior to such applicant's Interview Night.
- c) The role of the Application Administration Committee is to organize a focused, systematic, uniform, thorough yet considerate process of gathering information on Trustee candidates. The

Application Administration Committee replaces the role of Candidate Coordinators, defined in previous guidelines.

B. References and Community Feedback:

1. References and Community Feedback should be consistent for all applicants.
2. A maximum of 3 references provided by the applicant: All verbal interviews of references shall be conducted with at least two members of the Application Administration Committee. After verbal interviews, references may wish to give further information about the applicant in writing to the committee.
3. A maximum of 4 supplemental references shall be identified by the Application Administration Committee from other sources: These references shall be derived from the applicant's involvement with civic, charitable, and community involvement. With consultation from the Policy and Procedures Committee, the Application Administration Committee suggests supplemental references. Any member may suggest supplemental references. Supplemental references must be approved by a majority vote of the NPC.
4. Notes of all phone interviews shall be made in writing and transmitted to members prior to applicant's Interview Night.
5. Phone interviewers delineate their calls. For example, one member pairing could call all the professional references of all applicants. Another member pairing calls all the civic and charitable references of all applicants.
6. Community Feedback: All members are encouraged to gather information on applicants, and pass this information to the members of the Application Administration Committee. All community feedback is transmitted to members prior to applicant's Interview Night, in writing. No anonymous feedback is allowed. Any information that is shared with the NPC's officers and/or members up until the vote night should be shared with all members if deemed relevant by the Application Administration Committee, but any information received after the vote night shall be discarded and not shared with any member of the NPC.
7. Members may vet applicants with the Bronxville Community, but campaigning on behalf of an applicant (s) is prohibited. For example, when Bronxville residents have opinions about Trustee applicants, they are directed to write a letter to the NPC e mail address. Except as set forth in paragraph 3 above, NPC members shall not solicit reference letters for any particular applicant. The Policy and Procedures Committee reviews proper conduct for all NPC members throughout the year.

III. Policy and Procedures Committee

A. The Policy and Procedure Committee shall be defined as follows:

Each year, the Executive Committee, with the concurrence of the NPC, shall appoint no less than five members of the Policy and Procedures Committee members. The majority of the subcommittee members must be retiring third year NPC members.

B. The Policy and Procedures Committee shall focus on the following:

1. **Conflict Resolution:** The Policy and Procedures Committee reviews all complaints regarding the NPC, its members, and/or its processes from any source, such as NPC members, Trustee and/or

NPC member applicants, and public criticism. Within 48 hours of receiving a complaint, no fewer than 3 members of the Policy and Procedures Committee meet to review the situation. After the Policy and Procedures Committee meets and reviews a complaint, the Committee shall make a verbal briefing at the next occurring NPC meeting.

2. **Conflict of Interest Disclosure Form:** The Policy and Procedures Committee reviews all members' disclosure forms, and relays to the full NPC a summary. The committee reminds all members of any conflicts of interest on Deliberations and Vote Nights.
3. **Supplemental References:** The Policy and Procedures Committee assists the Application Administration Committee in identifying supplemental references to be called for Trustee applicants.
4. **Conduct of NPC members:** The Policy and Procedures Committee reviews members' conduct throughout the year. For example, members may vet applicants with the Bronxville Community, but campaigning for an individual applicant is prohibited. The Policy and Procedures Committee may give examples to the NPC that will assist the NPC to safeguard its impartiality and/or ensure collegial behavior.
5. **NPC Plan, Rules, and/or Guidelines Review:** Any member may bring forth to the Policy and Procedures Committee a potential rule change, modification, and/or elimination. Preferably, these potential changes would be reviewed at the end of the NPC year. After reviewing, the Policy and Procedures Committee shall brief the full NPC.
6. **Overseer of Deliberations Night and Vote Night:** One member is chosen from the Policy and Procedures Committee to oversee these two nights, the procedures for which are suggested below. This member is approved by the NPC. (Further details in Appendix II to the Rules)
7. **Transitional Meeting:** In May or June, the Policy and Procedures Committee engages the current officers, 3rd year members, and future officers in an end-of-the year meeting to assess the past year and to discuss potential changes to procedures and policies to help the NPC function better into the future.
8. **Confidentiality:** Each year, the Policy and Procedures Committee ensures that each member signs an approved NPC confidentiality agreement. Violating the confidentiality agreement undermines the NPC process and candidates. A potential breach of the confidentiality agreement should be discussed with the Policy and Procedures Committee.
AN ABROGATION OF A MEMBER CONFIDENTIALITY AGREEMENT, IF DETERMINED BY A MAJORITY OF THE NPC, MAY RESULT IN SANCTIONS to be determined.
9. If a member of the Policy and Procedures Committee is the subject of a complaint and/or allegation, then he/she shall consider recusing himself/herself from the discussion of the subcommittee. Also, a Policy and Procedure member may be recused by a majority vote of the Policy and Procedures Committee.

Interview Night (s):

1. **Mandatory Questions:** Each year, mandatory questions may be approved by a majority vote of the NPC. These questions are asked to each applicant.
2. **Open Forum Questions:** Any member may ask questions during this period of the Interview Night.

3. Interview Nights are mandatory meetings for members; provided, that in the event that a member is unable to attend an Interview Night due to circumstances beyond such member's control, such member may satisfy his/her obligation to attend an Interview Night if such member views recording of the interviews held that night as permitted by paragraph 5 below. Supplemental meetings with applicants are allowed, if approved by the NPC.
4. More than one Interview Night per applicant may occur, if approved by the NPC.
5. Interviews may be videotaped, if approved by a majority vote of the NPC and consented to by the applicant. One member, approved by a majority vote of the NPC, is tasked to ensure that the videotape is safeguarded, and discarded once NPC nominees have been chosen. An interview will only be videotaped in the event that all members are not present for that interview. The sole purpose of the videotape is to allow absent members to view the interviews.

Deliberations Night and Vote Night:

1. Both nights' agendas shall be approved by a majority vote of the NPC. These agendas include minutes allowed for each member to discuss the qualifications for candidates. During Vote Night--between voting rounds--there will be an open forum, as required by Appendix I in the Rules of Procedures. Each member's allotted time during this open forum will be approved by the full NPC.
2. Both these meetings are overseen by a member chosen by a majority vote of the NPC. This member is preferably a 3rd year member from the Policy and Procedures Committee. Also, a first alternate shall be chosen as back-up.
3. The overseer ensures these meetings follow NPC rules, such as minutes required for discussion, and each member's allocated speaking time. The overseer is prohibited from counting votes.

IV. Technology Committee

A. The Technology Committee is defined as follows:

In September, the Executive Committee with the consent of the NPC shall appoint members to the Technology Committee.

B. The role of this subcommittee is to do the following:

1. Focus on ensuring the NPC e mail distribution list is up-to-date.
2. Update the NPC website.
3. Work with the Public Relations Committee to increase the visibility of the NPC, including through the use of Facebook and other outlets.
4. Work with the Treasurer to raise funds for the NPC to cover operating costs.

V. Public Relations Committee

A. The Public Relations Committee is defined as follows:

1. In September, the Executive Committee with the consent of the NPC shall appoint members to the Public Relations Committee.

2. The role of this subcommittee is to (a) ensure press releases are sent to newspapers and other outlets in a timely fashion and (b) update and monitor the NPC e mail address account.

NPC Plan

As Adopted on January 13, 1936 and as

Amended December 9, 1942; December 14, 1948;

December 5, 1960; September 25, 1984; June 23, 1988;

December 9, 2002; December 16, 2003; December 8, 2009; ~~and~~ December 4, 2012 and
May 29, 2019

To the end that elections of Trustees of the Bronxville Schools may be conducted on a non-partisan basis, the plan, which follows was adopted:

1. At an informal meeting of the Bronxville School District (which term used herein shall be understood to mean Union Free School District No. 3), held on January 13, 1936, there was chosen a committee known as the committee for non-partisan nomination and election of School Trustees (hereinafter referred to as “the Committee”).

2. The Committee shall consist of three members from each election district of the Town of Eastchester (hereinafter called “election district”) situated in the Bronxville School District, as such districts may at any time hereafter be constituted. One third of the Committee shall be elected each year for a three-year term. All terms begin on July 1st following election to the Committee, except where members are elected to fill vacancies, in which cases the election shall be for the unexpired term. Members of the Committee shall be at least eighteen (18) years of age and shall have resided in the Bronxville School District for at least one (1) year as of the first day on which their term begins.

3. During the month of May (but after the Trustee election) through the first Tuesday of June of each year an election shall be held for the purpose of electing, by plurality of the residents in each district, one member of the Committee from each election district and for filling the unexpired terms, respectively, of vacancies which shall exist, preserving in so doing the election district representation as constituted in the original Committee.

The Committee shall cause notice of such election to be given by publication of a notice during the month of March in the local media and on the website of the Bronxville School District. Such notice shall specify the timing of the election, briefly

state the purpose thereof, and shall state the procedure by which any person may have their name placed upon the ballot.

Not later than ten (10) days prior to the mailing of the ballots, the Committee shall make available to the community a brief biography of all candidates whose names will appear on the ballot.

As soon as practicable in May, but not less than twenty (20) days prior to the scheduled NPC meeting whereby ballots will be counted, the Committee shall cause to be distributed in each district a ballot in form for return mailing to the Secretary of the Committee.

Names shall appear on the ballot alphabetically by district. The ballot shall include:

- (a) the name of each candidate standing for election to a position then to be filled in said district;
- (b) a blank line for each position for write-in vote.

The ballots for each district shall be distributed in such manner and to such extent as the Committee shall deem feasible in the light of the facilities and funds available therefore at the time.

4. All residents of the Village of Bronxville eighteen (18) years of age or older shall be entitled to vote for members of the Committee. United States citizenship is not a requirement. If the right of any person to vote shall be challenged, such right shall be determined by the person appointed to administer the election.

A ballot shall be validly cast, if signed by a voter and received by mail or otherwise by the Secretary of the Committee prior to the meeting.

An independent organization, such as the League of Women Voters, shall be responsible for supervising the counting of the ballots. The person who receives a plurality of the votes for each position shall be elected. If there is more than one position to be filled in any election district, the candidate with the most votes will get the longer term.

5. The Committee shall have the following powers and duties:

(a) The primary duty of the Committee shall be to procure the election of Trustees of the Bronxville School District in a non-partisan manner and to this end the Committee shall not later than thirty (30) days prior to each election of Trustees, choose a nominee or nominees for members of the Board of Trustees of the Bronxville School District for the vacancy or vacancies on the Board to be filled at such election; and shall take such steps as shall be necessary to cause the names of such nominee or nominees to be placed upon the election ballots by independent petition. In choosing

such candidates, their party affiliations shall be disregarded and consideration given solely to their qualifications for the position. It shall be the duty of the Committee to take all proper steps to procure the election of the candidates so nominated.

(b) The Committee shall have power to choose its own chairperson, secretary and such other officers as it shall desire, and to prescribe its procedures.

(c) The Committee shall have the power to temporarily fill, for a term expiring with the next succeeding election of members to the Committee, vacancies which shall occur in the membership of the Committee between the annual election provided in paragraph 3 above, preserving in so doing the election district representation as constituted in the original Committee. Removal by any member of the Committee from the election district in respect of which the member was chosen shall ipso facto cause a vacancy to be filled in the aforesaid manner.

(d) Any matters or questions which may arise in connection with this Plan not covered herein shall be determined by majority vote of all members of the Committee until made the subject of an amendment as provided in paragraph 6 of this document.

6. This Plan shall be subject to amendment by referendum of all voters eligible to vote in an NPC election. Such amendments may be submitted by the Committee on its own motion or submitted by the Committee on timely written request to the Committee, signed by fifteen (15) persons eligible to vote in an NPC election.