Exalt Academy of Southwest Little Rock

Procedure for Filling Board Vacancies

DRAFT 3-6-2016

1. The board will elect a subcommittee with a chair when it learns of an upcoming vacancy. At least two members of the subcommittee should be EASW board members and at least one should be a board member of Exalt Education.
2. Board members will discuss the qualifications necessary for the open position(s) and will submit names of possible candidates to the subcommittee chair.
3. Candidates will be given the Director Job Description and Director Application Form and must return the application to the chair, who will distribute it to board members before any vote on the candidate.
4. At least two board members will meet with the candidate for an interview. Each candidate will receive a tour of EASW. Each candidate should meet with the Principal, who will give feedback to the board. Each candidate should attend an EASW board meeting before the board votes on the candidate.
5. When all above conditions are met, the EASW board will vote on the candidate.
6. After an affirmative vote by the EASW board, the new board member will be invited to begin his or her term at the next EASW board meeting. If the candidate is replacing someone, he or she will serve till the end of the original board member’s term. Otherwise, the board member’s term will be determined by staggering it as necessary with existing board members’ terms.
7. The Board of Directors of Exalt Education, Inc. will meet with each new board member as soon after the member’s election to the EASW board as is practicable, and ratify the board member’s appointment.
8. New board members will receive a copy of the policy manual and the Carver book.
9. New board members will undergo a background check and will sign the conflict of interest statement at their first board meeting.