

# **SCARSDALE UNION FREE SCHOOL DISTRICT SCHOOL BOARD NOMINATING COMMITTEE**

## **RULES OF PROCEDURE**

Adopted March 3, 1991; February 10, 1992; February 18, 1993; February 7, 1994; February 14, 1995; January 24, 1996. Amended January 29, 1997. Amended January 24, 1998. Amended January 21, 1999, Amended March 7, 1999. Amended January 23, 2003, Amended January 21, 2007, Amended January 31, 2016, Adopted January 21, 2018, Amended January 13, 2019, Amended January 26, 2020, Amended March 22, 2020, Amended January 24, 2021, Amended February 28, 2021, Amended Jan 23, 2022, Amended January 29, 2023; Amended January 22, 2024; Amended January 12, 2025

1. All members of the School Board Nominating Committee ("SBNC") are expected to act as individuals and avoid commitments to any persons or groups within or outside this Committee.
2. It is desirable for each member of the Committee to attend at least three meetings of the School Board each year.
3. The proposer of any candidate is responsible for a full, accurate and up-to-date biography of that candidate. Committee members are encouraged to supplement such biographies with any additional information of which they are aware
4. The Committee shall interview all candidates, except those who decline.
5. The Committee shall discuss fully and candidly the qualifications of all proposed candidates for the Board of Education before any vote is taken. No vote shall be taken on any candidate except after at least one week has passed from the time the candidate is interviewed by the Committee.  
The Committee shall vote to fill each vacancy separately, by secret written ballot.
6. ALL COMMITTEE MEMBERS SHALL KEEP IN STRICT CONFIDENCE ALL DELIBERATIONS OF THE COMMITTEE CONCERNING PERSONS SUGGESTED AS CANDIDATES. Confidentiality refers to any and all discussion by the Committee regarding candidates and not to the clarification of their biographies.
7. Members presenting arguments supporting or opposing the nomination of specific candidates will refrain from the use of information from anonymous sources. Those non-Committee members whose opinions or comments concerning a candidate are quoted or paraphrased should be identified by name and should have given consent to the Committee member for presentation of his or her comments to the SBNC.
8. The Chairperson and one or more Committee members shall inform by personal visit the

candidates of their nomination and seek their acceptance. Thereafter, unsuccessful candidates will be notified.

**8(a)** In the event that a notification in person is not feasible due to exceptional circumstances, an alternative but similar form of personal notification may be used upon majority approval of the committee

9. The Chairperson shall notify all School Board members after new candidates have been advised and have accepted.
10. Only the Chairperson shall announce the names of, and make public information about, those candidates nominated by the Committee.
11. The Chairperson shall maintain a permanent biographical file of all persons suggested for nomination.
12. The Committee shall consider and transmit to the Administrative Committee any recommendations for changes in the Resolution, and shall keep a file of suggested changes with its Rules of Procedure.
13. The persons who make up the senior class of the Nominating Committee for the following year will act as a working committee to assist the incoming chairperson at his or her discretion.
14. There will be a Friday, February 7, 2025 cut-off date for candidate biographies. The Committee will conclude voting on the candidates by the week beginning Sunday, April 6, 2025.
15. Meetings will be limited to three hours with the exception of the final vote meeting. If meetings are going to go over, a vote will be taken to extend the meeting.
16. The SBNC shall be guided by Roberts Rules of Order.
17. References of individuals provided by a prospective candidate shall be submitted in writing. References of individuals not provided by a prospective candidate shall be submitted in writing, unless the committee decides by majority vote of the voting members to an alternative means.
18. For references of individuals not provided by a prospective candidate, two SBNC members will simultaneously take the reference.
19. SBNC members to be randomly assigned to take all references.
20. Exception to confidentiality rules: References not provided by a prospective candidate may be contacted for information about potential nominees. Reference should be informed that the person's status as a potential nominee is confidential.

21. Eliminate discussion of committee members' initial impressions of candidates after a candidate finishes presenting.