SCHOOL BOARD NOMINATING COMMITTEE RESOLUTION
SCARSDALE UNION FREE SCHOOL DISTRICT

Original Resolution adopted June 15, 1965. Subsequently amended on:				
May 27, 1968	May 16, 1978	May 21, 1985	June 5, 1995	January 4, 2011
May 5, 1970	May 15, 1979	May 19, 1988	June 3, 1996	January 17, 2012
June 8, 1971	June 3, 1980	May 18, 1989	January 12, 1999	January 16, 2013
June 13, 1972	May 19, 1981	November 7, 1991	January 9, 2001	January 15, 2014
June 3, 1975	May 18, 1982	June 1, 1992	January 15, 2002	January 14, 2020
June 1, 1976	June 7, 1983	June 7, 1993	January 10, 2006	January 11, 2022
June 14, 1977	May 22, 1984	June 6, 1994	January 8, 2008	December 4, 2024
December 3, 2025				

ARTICLE I
Purpose

The purpose of this Resolution is to establish a procedure by which candidates for election to the Scarsdale Board of Education ("Board of Education") shall be judged and selected solely on their qualifications to serve the community. To achieve this objective, the responsibility for making nominations shall be entrusted to a School Board Nominating Committee (the "Nominating Committee") of representative residents who shall be elected by the voters under the supervision of an Administrative Committee (the "Administrative Committee").

ARTICLE II
Administrative Committee

A. Members of the Administrative Committee

1. Eligibility of Members

(a) Each member of the Administrative Committee must be a "qualified voter" (as that term is defined in Article V hereof).

(b) Members of the Administrative Committee may not simultaneously serve on the Nominating Committee, the Citizens' Nominating Committee for the nomination of Village officials (the "Citizens' Nominating Committee"), the Board of Education, or the Village Board. Notwithstanding the foregoing, a member of the Nominating Committee shall be permitted to serve simultaneously on the Administrative Committee and the Nominating Committee after the final meeting of the Nominating Committee in such member's final year of service on the Nominating Committee. In addition, the Chair and Vice Chair of the Nominating Committee are also members of the Administrative Committee.

2. Voting Members

(a) all voting members of the Nominating Committee whose terms on the Nominating Committee will end at the next Nominating Committee election, or ended at the past Nominating Committee election, upon the calling of the initial Administrative Committee meeting in Sections A.4(a) and B.1 below;

(b) up to three (3) members appointed in writing by the President of the Scarsdale Neighborhood Association Presidents ("SNAP");

(c) up to three (3) members appointed in writing by the President of The Town and Village Civic Club ("TVCC"); and

(d) three (3) members appointed in writing by the Election Chair, in consultation with the Administrative Committee, from the community at large.

3. Officers: Election Chair, Election Vice Chair, Resolution Chair, and Resolution Vice Chair

(a) The Administrative Committee shall elect the Election Chair, Election Vice Chair, Resolution Chair, Resolution Vice Chair, and Treasurer at a meeting of the Administrative Committee, which the outgoing Election Chair shall call by no later than June 30 of each year.

(i) In the event that one or more of the above officer roles is not filled at the aforementioned meeting, the Administrative Committee must convene by no later than August 15th to address how to cover the vacancy or vacancies.

(b) The Election Chair and the Resolution Chair(s) shall be impartial and shall not be entitled to vote. Should a Vice Chair be chairing a meeting, such Vice Chair shall be impartial with respect to any votes taken at that meeting. In the event of a tie vote, the Election Chair may vote to break the tie.

4. Length of Terms

(a) Members of the Administrative Committee shall serve for a term commencing upon the initial meeting of the Administrative Committee called by the outgoing Election Chair and ending upon the commencement of the first meeting of the incoming Administrative Committee two calendar years later.

(b) The one year terms of the Election Chair, Election Vice Chair, Resolution Chair, Resolution Vice Chair, and Treasurer shall end at the commencement of the first meeting of each incoming Administrative Committee.

5. Timing of Appointments

(a) The members appointed by SNAP and the TVCC (collectively, the "Civic Groups") and by the Election Chair shall serve two year terms In the event any appointed member resigns his or her appointment, such appointed member may be replaced by the Civic Group that appointed such member within fourteen calendar days.

(b) In the event any of the Civic Groups fails to appoint a member or fails to notify the Administrative Committee by June 30, or if any appointed member resigns his or her appointment and such appointed member is not replaced by the Civic Group that appointed such member within fourteen calendar days, or if a member appointed by the Election Chair resigns, the Election Chair may appoint a substitute member in his or her

sole discretion to serve until the next appointment date.

B. Meetings of the Administrative Committee

1. The outgoing Election Chair shall call an initial meeting of the incoming Administrative Committee no later than June 30 of each year. The Election Chair, or if the Election Chair is unavailable, any of the following officers may call succeeding meetings: Election Vice Chair, Resolution Chair, Resolution Vice Chair, Nominating Chair, Nominating Vice Chair, or any three members of the Administrative Committee. Whenever practicable, meetings of the Administrative Committee should be called on at least 24 hours' notice.

2. Meetings may be held in person, via conference telephone call, or via electronic means, provided that provisions are made to allow all participants to hear or communicate with each other contemporaneously and to view or hear the votes of the other members.

3. At its first meeting each year, the Administrative Committee may elect from among its members other officers and adopt rules of procedure.

4. A quorum of the Administrative Committee shall consist of one more than half of the current voting members. Any Committee action shall require a quorum and the vote of a majority of those voting members present.

C. Duties and Responsibilities of the Administrative Committee

1. Election

Under the leadership of the Election Chair and Vice Chair, the Administrative Committee shall be responsible for all voting arrangements, such as the furnishing of supervisory and administrative personnel, preparation of secret ballots (including mail-in ballots), the tabulating of ballots, and ruling on any disputed matters (including the validity of ballots).
Only members of the Administrative Committee shall count ballots for Nominating Committee members.

2. Recruit Nominees to the School Board Nominating Committee

(a) The Administrative Committee shall be responsible for assembling names from which the voters of the Scarsdale Union Free School District ("School District") may elect members of the Nominating Committee.
(b) The Administrative Committee shall encourage civic and educational organizations in the School District to stimulate the submission of names and, using appropriate news media and other techniques, shall publicize the nominating procedure and invite submission of names by all citizens.

3. Administer the Election of the School Board Nominating Committee

(a) There shall be five (5) Election Units. The Election Units shall correspond with the elementary school districts. A sufficient number of persons shall be elected to the Nominating Committee each year from each Election Unit in order to ensure six voting members elected from each Election Unit are on the Nominating Committee.

(b) Candidate Petitions

(i) The Administrative Committee shall present to the voters all names of eligible persons who are supported by a petition with a minimum of ten signatures of qualified voters who

reside in the Election Unit in which the candidate resides.

(ii) The petition shall contain a statement signed by the candidate stating that neither the candidate nor any person working on behalf of the candidate's campaign shall (A) complete or assist in the completion of a mail-in ballot to be submitted by any voter as permitted by Section 3(g) below, (B) handle any completed mail-in ballots, except that a candidate or any person working on behalf of a candidate's campaign may handle the completed mail-in ballot of such candidate or such person working on behalf of the candidate's campaign or (C) engage in any campaigning or election activities within 25 feet of the polling place at which a Nominating Committee election is being conducted, provided however, that such person shall be permitted to vote.

(iii) Each voter may sign only one petition for each Nominating Committee vacancy in his or her Election Unit. The Administrative Committee shall void all signatures of a voter who signs more than one petition for each vacancy.

(iv) Petitions must be postmarked or delivered on or before the deadline date.

(c) If there is no candidate nominated by petition for a vacancy, the Administrative Committee shall, at a meeting held after the petition deadline date, add name(s) of candidate(s), who reside in the same election district where the vacancy exists, to ensure that there is at least one candidate per vacancy.

(d) The Administrative Committee shall publish the petition deadline date at least 50 days before petitions are due and release for publication on at least two occasions an invitation for submission of nominating petitions.

(e) The Administrative Committee shall notify all qualified voters residing in each Election Unit of the names of the candidates for each vacancy on the Nominating Committee from their Election Unit and shall include every eligible name properly submitted by a petition. The notice shall contain or refer recipients to biographical information about each candidate, including his or her record of civic activities and other qualifications.

(f) The election date must be published at least 90 days in advance by the Administrative Committee. Only a qualified voter shall be eligible to vote to fill each vacancy from the list of candidates available in his or her Election Unit.

(g) Voting in Election for Nominating Committee

(i) The voting of all the Election Units shall be held at such locations and during such hours as the Administrative Committee shall determine, and may also be made by mail-in ballot as set forth below in Section (iv).

(ii) The voting shall be by secret ballot and the candidates for each vacancy shall be duly listed thereon. Unless otherwise determined by the Administrative Committee, the hours of voting shall be 7 a.m. to 10:00 a.m. and 2 p.m. to 9 p.m. In the event that schools are closed, or in the event that the Election Chair determines in their sole discretion in consultation with the Administrative Committee, that the election should be postponed on account of an extraordinary circumstance such as inclement weather or an emergency, the Election Chair, in consultation with the Administrative Committee, will determine and publicize a makeup date for the election.

(iii) The Election Chair may arrange for secure absentee ballot dropboxes at one or more locations in the School District. For votes in dropboxes to be counted, the Election Chair in their sole discretion in consultation with the Administrative Committee, must make arrangements for the dropboxes to be secure and for the ballots deposited in the dropboxes to be reliable and completed by the applicable voter claimed to be the voter in respect of the applicable ballot.

(iv) No candidate or person working on behalf of a candidate for election to the Nominating Committee shall be permitted to engage in any campaigning or election activities on behalf of a candidate within 25 feet of the location where a Nominating Committee election is being conducted, except that candidates and persons working on their behalf shall be permitted to vote.

(v) Mail-In/Absentee Ballot Procedure

(A) Mail-in/absentee ballots and certifications shall be made available to the public in hard copy at the Scarsdale Village Hall and the Public Library (to the extent permitted by such institution) and in electronic form on http://scarsdalesbnc.com, in each case on or about the same date that the Administrative Committee notifies qualified voters of the names of the candidates for each vacancy as provided in Section 3(e) above.

(B) Eligible voters who wish to vote by mail-in/absentee ballot in lieu of voting in person shall submit a ballot by U.S. mail or nationally recognized courier service, or in a secure dropbox provided by the Administrative Committee in accordance with Section 3(g)(iii) above, in a sealed envelope addressed to the Election Chair. The outside of the sealed envelope containing the individual voter's ballot must legibly set forth the voter's name and home address and the voter must sign his or her name across the seal of the envelope. The mail-in/absentee ballot shall contain language stating that, by signing the sealed envelope containing the ballot, the voter is certifying that the voter (1) is eligible to vote, (2) has not yet voted in the election by mail-in/absentee ballot and (3) shall not vote in the election except by means of the mail-in/absentee ballot. No person, other than a member of such person's household, shall be permitted to have any contact with or access to a completed mail-in/absentee ballot or sealed envelope prior to their deposit into the U.S. mail, with a nationally recognized courier service, or into a dropbox provided by the Administrative Committee. Any ballots received in envelopes without a voter's name, signature and home address on the outside shall be invalid and shall not be counted.

(C) The Administrative Committee shall compare the names set forth on the outside of properly completed envelopes submitted by persons utilizing the mail-in/absentee voting procedure in connection with a particular election to those voting in person to ensure that such persons do not vote more than once. Prior to tabulation of the election results, the Administrative Committee shall separate the properly completed envelopes from the ballots contained therein. The envelopes shall then be discarded and the mail-in/absentee ballots shall be included for tabulation with the ballots voted in person at the election.

(D) If mailed, both the ballot and certification must be received at the U.S. Post Office box maintained by the Administrative Committee no later than 4 p.m. on the day of an election. If deposited into a dropbox maintained by the Administrative Committee, both the ballot and certification must be received at a dropbox maintained by the Administrative Committee no later than the announced time

when in-person voting ends on the day of an election.

(vi) In the event of a tie, a run off election shall be held the following Tuesday, or one week from the date of the actual vote, school calendar permitting. The procedure for the run off election is to be determined by the Administrative Committee, and the hours of voting shall be identical to the hours as set forth above. The Administrative Committee may provide for mail-in/absentee ballots as set forth above.

(vii) The business at the polling site shall be the election of the Nominating Committee and a referendum on any proposed changes to this Resolution.

(h) Immediately following the Nominating Committee elections the Administrative Committee shall notify all candidates of the results. Winning and losing candidates shall be informed only of the total vote in their Election Unit. Only the names of the winning candidates and only the total number of voters in each Election Unit shall be released to the public and/or the media.

4. Consider and Recommend Proposed Amendments to this Resolution

(a) The Resolution Chair shall lead the process by which the Administrative Committee shall consider proposed amendments to this Resolution. Proposed amendments must be approved by a vote of a majority of those voting members present.

(b) If the Administrative Committee approves proposed changes to this Resolution, it shall present such proposed changes to the voters of the School District at the time of the Nominating Committee elections. At least five weeks in advance of the Nominating Committee elections, the Administrative Committee shall make such proposed changes available electronically to the community at large and separately shall place a copy of such proposed changes for public inspection at the Scarsdale Public Library and Village Hall (to the extent permitted by such institution). The Resolution Chair, in consultation with the Administrative Committee, shall arrange for dialogue with community members regarding proposed amendments at least three weeks in advance of the Nominating Committee election to give members of the community an opportunity to comment on proposed changes to the Resolution. No comments from members of the community regarding proposed amendments shall be binding on the Administrative Committee.

(c) Voting on proposed changes to this Resolution shall be limited to qualified voters. Such changes shall pass upon the vote of the majority of qualified voters participating

5. Maintain Proper Records

The Administrative Committee shall keep a permanent record of its activities, and shall provide reasonable public access to Resolution changes. The Election Chair shall keep the records or appoint a member to serve as custodian of records. Annual reports from the outgoing Election Chair and Treasurer shall be given to the new Election Chair at the first meeting of the incoming Administrative Committee.

ARTICLE III
Nominating Committee

A. Members of the Nominating Committee

1. Voting Members

The Nominating Committee shall be composed of six voting members elected from each Election Unit for a total of 30 voting members.

2. Chair and Vice Chair

(a) The Chair and Vice Chair of each year's Nominating Committee shall be elected by voting Nominating Committee members at the final meeting of the Nominating Committee.

(i) In the event that one or more of the above roles is vacant at the conclusion of the final meeting of the Nominating Committee, the outgoing Chair and/or Vice Chair shall call a meeting of the outgoing Nominating Committee by no later than the day prior to the date of the Election of the School Board Nominating Committee to vote to fill any vacancies.

(b) Candidates shall be selected from among the members of the Nominating Committee whose terms shall end upon the next succeeding Nominating Committee elections. If no such candidate should be selected, the Nominating Committee may select a candidate from those persons who have previously served on the Nominating Committee.

(c) The Chair and Vice Chair shall serve in their respective capacities until the school board election is finalized and a new school board is elected.

(d) The Chair and the Vice Chair shall be impartial and shall not be entitled to vote.

3. Eligible Members; Change in Eligibility; Filling Vacancies

(a) All members of the Nominating Committee must be qualified voters of the School District. The elected members of the Nominating Committee shall serve for a term commencing on the date of their election to the Nominating Committee and ending on the date of the Nominating Committee elections first occurring not less than 35 months thereafter. Voting members may not serve successive terms.

(b) If an elected member moves to another Election Unit during his or her term, or if the Election Unit boundaries are changed so that an elected member no longer lives in the Election Unit from which he or she was elected, that person shall complete their term and shall continue to sit for the Election Unit from which they were elected.

(c) If an elected member ceases to be a qualified voter of the School District, resigns, or for any other reason is incapable of serving on the Nominating Committee, a vacancy is created. Further, if an elected member is absent from three (3) meetings in a given year of his or her term, such member shall be deemed to have resigned and a vacancy shall be deemed to have been created, provided that after the second absence the member is given written notice of the required attendance and impending resignation risk and thereafter misses a third meeting, and provided further that, in the discretion of the Nominating Committee, for good cause shown by absent member, no vacancy shall be deemed to have been created.

(d) If a close relative (parent, child,sibling,spouse, parent-in-law,sibling-in-law, child-in-law or domestic partner) of any member - voting, non-voting, Chair and/or Vice Chair - of the Nominating Committee (“Close Relative”) stands as candidate for the Scarsdale Board of Education through the Scarsdale School Board Nominating Committee, the Nominating Committee member must disclose that fact to the Nominating Committee and Administrative Committee immediately upon submission of the Close Relative’s application. To avoid any actual or apparent conflict of interest, or the appearance of impropriety, the member shall recuse him or herself from all the Nominating Committee proceedings for the duration of the election cycle or until the candidate has withdrawn from consideration beginning when the Close Relative’s

application is submitted.

4. Limitations on Nominating Committee Members

(a) All voting members of the Nominating Committee may participate in Committee discussions but shall not be eligible for nomination to the Board of Education, unless the member resigns from the Nominating Committee before the first meeting of that year.

(b) Members of the Citizens' Nominating Committee may not serve on the Nominating Committee.

B. Organization of Meetings of the Nominating Committee

1. Initial Meetings

(a) Prior to the first meeting of the Nominating Committee, the Chair shall hold an orientation for members. Attending or viewing a recording of the orientation shall be mandatory for first year members of the Nominating Committee, and all members are encouraged to attend. The orientation shall review this Resolution, provide an overview of the workings of the Nominating Committee and Administrative Committee, discuss objective criteria to evaluate candidates and explain the responsibilities of members of the Board of Education. The Chair may invite members of the Administrative Committee to assist in the orientation.

(b) The first meeting of the Nominating Committee each year shall be held not later than January 31. At this meeting, the Chair shall appoint a Recording Secretary from the nonvoting members (and, in the event that there are no nonvoting members, then from the voting members) and the Nominating Committee may elect from among its voting members such other officers as it may determine necessary for the efficient conduct of its business.

2. The Nominating Committee shall adopt rules of procedure to govern its deliberations, which rules shall be consistent with the purpose and provisions of this Resolution, and may adopt rules to deal with routine procedural matters. Any questions of compliance with the rules of procedure shall be ruled on by the Chair whose decision can be overruled only by a two thirds vote of the voting members present.

3. Nominating Committee Procedures

(a) The Nominating Committee shall adopt rules of voting procedure to govern its selection of nominees.

(b) Questions concerning interpretation of or compliance with the Resolution that cannot be determined by the Nominating Committee may be referred, by majority vote of the Nominating Committee, to the Resolution Clarification Committee, which shall be composed of the Nominating Chair and Vice Chair and Resolution Chair and Vice Chair, whose decision can be overruled only by a majority vote of the Nominating Committee voting members present.

4. The Chair may invite the members of the Board of Education whose first terms do not expire during the current year to attend in order to assist in the orientation of the Nominating Committee.

5. A quorum of the Nominating Committee shall consist of one more than half of the current

voting members. All Nominating Committee meetings shall require a quorum and any action shall require the vote of a majority of the total number of voting members of the Nominating Committee.

C. Selection of Members of the Board of Education

1. The Nominating Committee shall solicit recommendations for persons qualified to act as members of the Board of Education from all interested persons through appropriate news media and other techniques.

(a) A candidate for election to the Board of Education must be at least 18 years old, a citizen of the United States, and a qualified voter who has resided in the Scarsdale Union Free School District for at least one (1) year prior to the date of the election. The candidate must be able to read and write.

(b) The names of all persons so recommended shall be sent to each member of the Nominating Committee with biographical information about each candidate, including his or her record of civic activities and other qualifications. Any biographical information submitted to the Nominating Committee in writing shall be signed by the person or persons submitting the name. The person submitting the name must have the biographical information verified by the candidate.

2. Interview of Candidates, Review of References and Confidentiality

(a) All candidates are required to make an individual oral presentation to the Nominating Committee.

(b) Each candidate shall be afforded the same length of time and shall respond to the same initial questions prepared by the Nominating Committee and distributed in advance to the individual (the "Initial Questions").

(c) Individualized and Differentiated Questions

(i) The Nominating Committee shall ask each candidate individualized and differentiated questions with the aim of engaging each candidate in an interview process. As the SBNC is a nonpartisan organization, the Committee shall question candidates only on their experience and qualifications for Board of Education services and not on their views or stances in connection with specific issues.

(ii) At least one week before the first Nominating Committee Meeting, a joint meeting shall be held between the Nominating and Resolution Chairs and Vice Chairs to propose a procedure to the Nominating Committee for the formulation and asking of questions.

(iii) The Nominating Committee shall adopt a procedure for asking questions of candidates, which may include arranging for more than one round of individualized and differentiated questions, which, for the avoidance of doubt, must comply with the requirements in the second sentence of subclause (i) above.

(d) The Nominating Committee members will contact references provided by each candidate and shall strive to seek feedback from references not provided by each candidate (provided that references not provided by a candidate can be identified and contacted).

(i) The Nominating Committee shall not accept nor seek references from sitting members of the Board of Education.

(ii) The Nominating Committee shall not accept nor seek references from current employees of the School District.

(e) Prior to the beginning of presentations by candidates, the Nominating Committee shall discuss objective criteria to evaluate candidates which shall include, but are not limited to, the attributes as set forth by the New York State School Boards Association.

(f) The Nominating Committee shall also discuss a candidate's qualifications to serve on the Board, experiences and qualities which contribute to or detract from serving as an effective Board member, the ability to exercise oversight and express a difference of opinion. Qualifications and experience shall include, but not be limited to, personal characteristics and traits that would contribute to effectiveness as a Board of Education Member.

(g) Nominating Committee members shall keep in strict confidence all Nominating Committee deliberations concerning candidates for the Board of Education. Information to be kept confidential includes but is not limited to names of candidates, number of candidates, names of and number of people approached in due diligence, any information learned in due diligence, all discussion concerning candidates, all Nominating Committee documents, materials, emails unless public information, and all votes taken by the Nominating Committee. The requirement to maintain confidentiality does not extend to the conduct of due diligence investigations of candidates' backgrounds, in which event Nominating Committee members may indicate to third parties providing due diligence or background information that a person is a candidate for the Board of Education. The information obtained through such investigations, however, remains subject to the confidentiality requirement.

3. The Nominating Committee shall hold its second meeting no later than three weeks after the first meeting (school calendar permitting). The names of possible nominees may be discussed but no vote taken.

4. The Nominating Committee shall hold its third meeting no later than three weeks after the second (school calendar permitting), at which meeting additional names of possible nominees may be considered, provided each member of the Nominating Committee has been provided with the biographical information about each new candidate at least five days before the meeting. The nominees of the Nominating Committee may be selected at the third or any subsequent meeting. However, if the discussion that takes place at any time during the course of the third or any subsequent meeting creates questions that cannot be verified immediately, no further vote for nominees shall take place at that meeting unless two-thirds of the members present are in favor of such action. If all nominees have not been selected at the end of a given meeting, then all candidates are eligible for consideration at the next meeting.

5. The Nominating Committee shall hold subsequent meetings so that a qualified candidate for each vacancy on the Board of Education is selected no later than April 7.

6. The Nominating Committee shall not vote on any candidates until one week shall have passed from the last meeting at which an interview of candidates shall have occurred.

7. Nominees must receive a majority of all the votes of the voting members of the Nominating Committee and voting must be by secret ballot. No absentee ballots will be permitted.

8. The names of the nominees selected by the Nominating Committee shall be published not later than April 14, and the Nominating Committee shall cause every person so selected to be nominated in accordance with the provisions of the Education Law.

(a) SBNC and Administrative Committee members shall consult, advise and support selected nominees regarding such nomination process and the pursuit of their candidacy.

(b) In the event of a contested election, the SBNC members - inclusive of the Nominating Committee and Administrative Committee members - shall not campaign for or publicly support any candidate who is not a selected SBNC nominee for Board of Education.

(c) Should any SBNC or Administrative Committee member desire to campaign for or publicly support a candidate for the Scarsdale Board of Education who is not an SBNC nominee, the member shall immediately resign or be deemed to have resigned from the Nominating Committee or Administrative Committee, as the case may be. Written notice of the resignation shall be sent to the member by the Election Chair(s) (in the case of an Administrative Committee member) or the Nominating Committee Chair(s) (in the case of a Nominating Committee member).

ARTICLE IV
Financial Support

The Administrative Committee is empowered to arrange for financial support for expenses incurred by the Administrative Committee and the Nominating Committee from such sources as public subscription. A public accounting of all revenues and expenditures must be made.

ARTICLE V
Qualified Voter

For the purposes of this Resolution a person shall be a qualified voter if that person is (i) 18 years of age or older, and (ii) a resident of the Scarsdale Union Free School District for at least 30 days prior to the occurrence of any event or other determination described in this Resolution which requires such person to be a qualified voter.