



# The Edgemont Community Council, Inc.

Founded in 1947 to determine community opinion on civic matters and coordinate community action thereon and to plan and promote the general welfare of the community embraced within Union Free School District #6.

Post Office Box 1161  
Scarsdale, New York 10583

EdgemontECC.org

**To:** Edgemont Community  
**From:** 2023–24 Edgemont School Board Nominating Committee Rules Revision Committee  
**Re:** Report to the community on proposed updates to the Rules and Procedures of the School Board Nominating Committee  
**Date:** March 2024

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Dear Edgemont Neighbors:

This is our report to the community regarding proposed updates to the Rules and Procedures of the School Board Nominating Committee (“Rules”). All members of the Edgemont Community Council (“ECC”) are invited to vote on the adoption of the updated Rules at the ECC’s annual meeting on the evening of April 17, 2024 at 8 pm in the Seely Place APR.

This report contains several sections:

- A. Background on the School Board Nominating Committee (“SBNC”)
- B. Current SBNC Rules Revision Committee (including membership, goals, establishment, and sources of input)
- C. Summary of proposed updates to the Rules
- D. Proposals not incorporated into the proposed updates

**Appendix:** Proposed updated Rules and Procedures of the SBNC.

## A. Background on the School Board Nominating Committee (SBNC)

SBNC Purpose. The purpose of Edgemont’s SBNC is to produce the best qualified people to serve the community on the Edgemont School Board. The SBNC process is designed to:

1. Encourage qualified residents to make themselves available to serve on the Edgemont Board of Education (“School Board”);
2. Establish a fair and judicious means for the evaluation and recommendation of candidates for the School Board; and
3. Make campaigning less necessary or less likely by ensuring a fair and open nomination process.

SBNC History. As early as 1935 the presidents of the community organizations in Edgemont met to fill vacancies on the School Board. The procedure was formalized in written form in 1958. The Rules outlined what was then, as it is today, an informal—though codified—procedure without legal status. It provided a framework by which a non-partisan committee, broadly representative of our community, could select outstanding residents to serve on the School Board, while considering the strengths of continuing Board members and attempting to achieve a

balance of talents, professional backgrounds, experiences, and philosophical viewpoints.

Over the years, the process was modified many times, including in 1960, 1963, 1969, 1973, 1975, 1979, 1985, 1987, 1992, and—most recently—in 1994. These changes clarified and updated various aspects of the Rules including, for example: candidate interviews, terms and roles of the SBNC members and chair; requirements for School Board meeting attendance; SBNC member selection process; voting procedures; and the process for updating the Rules.

## **B. Current SBNC Rules Revision Committee**

Membership. The SBNC Rules Revision Committee (“Committee”) consists of representatives from each Edgemont designating organization who have recently served on the SBNC. The Committee is chaired by the immediate past chair of the SBNC. Membership of the current committee is as follows:

<b>Designating Organization/Neighborhood</b>	<b>Representative</b>
Central Park Ave.	John Gerraughty
Cotswold	Andrea Weiss
ECC	Gerri Sommers
Fort Hill	Monica Sganga
Greenridge	Elaine Lu
Longview	Matt Jaffe
Northern Greenville	Jennifer Rosin
Old Edgemont	Christina Buckser-Schulz
Southern Greenville	Mrinal Jhangiani
Chair (non-voting)	David Stern
Ex officio (ECC President, non-voting)	Dylan Pyne

Goals of the Rules Revision Committee. The goals of the current Committee were, in general:

- To ensure and maintain the strength and integrity of the School Board nominating process;
- To update the Rules to reflect the current state of community civic associations (many of which are inactive); and
- To ensure and maintain the transparency and inclusivity of the SBNC’s procedures and membership selection processes.

Establishment. The current Committee was established at the Annual Meeting of the ECC on April 26, 2023, in accordance with current SBNC Rules. The Committee met regularly from November 2023 through February 2024.

Sources of Input. The Committee received input and suggestions from several sources as follows:

- **Community feedback.** The Committee solicited and received feedback from the following stakeholder groups:

- The community at large (via the ECC email distribution list and the ECC website);
- SBNC chairs from 1998 through 2023 (via email);
- School Board presidents from 2002 through 2023 (via email); and
- Members of the 2022–23 SBNC (via email and in-person at 2023 meetings).

The Committee received various suggestions and comments from the above groups, each of which has been read, considered and discussed thoroughly.

- **Neighboring communities.** The Committee reviewed SBNC rules from neighboring communities with nonpartisan school board nominating committees, notably Scarsdale and Bronxville.
- **Current SBNC rules.** The Committee reviewed the current Rules.

### C. Recommended Updates to the Rules

Following significant discussion, deliberation, and consideration of suggestions for updating the Rules, the Committee decided to recommend several changes, broadly summarized below. The proposed updates range from substantive to linguistic and organizational in nature. (For a complete version of the proposed updated Rules, please see the Appendix.)

Throughout the Document – 1. References to “the committee” were changed to “the SBNC” to clarify and distinguish the SBNC from the ECC Nominating Committee, 2. References to the “Edgemont Community Council” or “the Council” were changed to “the ECC” after its first use to provide greater consistency and clarity, 3. References to “the District” were changed to the “Edgemont School District” to provide clarity and consistency, 4. Changes were made to remove gender pronouns within the document, and 5. Some minor typos were corrected, which may have been the result of the document being converted from typewritten to electronic form and may not have accurately reflected the last draft of the SBNC Rules adopted by the community.

Preamble – Language was added to clarify the role of the ECC in sponsoring the SBNC.

Section A, Article 1: Charge – “Identifying and recruiting” residents for the annual elections of the Board of Education of the Edgemont Union Free School District of Greenburgh was added to the charge of the SBNC to reflect the present SBNC practice of encouraging residents to participate in the SBNC process. “Nominating” was updated to “recommending” to provide consistency with the preamble and emphasize that the SBNC is responsible for recommending School Board candidates from the pool of candidates the community nominates.

Section A, Article 2: Member of the SBNC – “Designating organization” was revised to “neighborhood” in response to the current state of Edgemont’s community civic associations (many of which are inactive). Additionally, the ECC was removed as a designating organization to the SBNC and the process by which the student member of the SBNC is selected was clarified to be administered by the Edgemont High School Principal. The number and type of members representing each neighborhood was changed from 2 voting and 1 alternate to 3 full voting members.

(Former Section A, Article 3: Additional Members of the Committee) – With the shift from the SBNC consisting of members from designating organizations to members representing each of the neighborhoods in Edgemont, language outlining the impact of the creation of additional civic associations/designating organizations on the SBNC was eliminated.

Section A, Article 3: Duties and Voting Rights of Members of the SBNC (Former Section A, Article 8) – The process by which an SBNC member registers their attendance at BOE meetings was revised. The requirement to attend three BOE meetings in person was reaffirmed, but a process by which the SBNC Chair can permit an SBNC member to attend one of the three BOE meetings remotely was established.

Section A, Article 4: Chair of the SBNC (Former Section A, Article 9) – The Chair of the SBNC was changed from being the President of the ECC to a member of the ECC Board of Directors nominated by the ECC Nominating Committee and approved at the ECC Annual Meeting, to reflect recent practice. A process by which the SBNC Chair can be replaced in the event of resignation or incapacitation was also established. Additionally, Section A, Article 4, Subsection C was revised to preclude the SBNC Chair from serving as Chair of the Rules and Procedures Revision Committee concurrently, instead of within the same year, for greater clarity.

Section A, Article 5: Role of the Chair of the SBNC (Former Section A, Article 10) – A requirement for the SBNC Chair to inform each nominee in advance of the Interview Meeting of the legal eligibility requirements for service on the School Board and also confirm legal eligibility verbally with each nominee at the outset of each interview was added. Additionally, the requirement for the SBNC Chair to revise the “History of the SBNC” document upon completion of their term was added. The responsibility of the SBNC Chair to contact civic association presidents requesting that they ask their boards to urge qualified residents to seek nomination to the School Board was eliminated.

Section A, Article 6: Secretary of the SBNC (Former Section A, Article 12) – The role of the SBNC Secretary and the process by which they are elected was clarified. The role of the SBNC Assistant Secretary was eliminated and any related language was removed.

Section A, Article 7: Preliminary Meetings of the SBNC (Former Section A, Article 11) – The School Superintendent was added as someone the SBNC Chair may invite to the SBNC Organization Meeting to reflect recent practice. Note: Permitting the SBNC Chair to invite the School Superintendent does not obligate the SBNC Chair to do so.

Section B, Article 1: Date of Open Nominating Meeting – No substantial changes.

Section B, Article 2: Communication of Open Nominating Meeting – Responsibility to communicate the details and date and time of the Open Nominating Meeting was reassigned from the SBNC Secretary to the SBNC Chair, with support provided by the ECC President and ECC Secretary. The reference to “direct mail” was revised to “U.S. Mail.” Additionally, the reference to “publicity” was changed to “communications” to provide consistency with other language in the document.

Section B, Article 3: Request for Interviews – A language revision was made to clarify that a person who submits a nomination letter is responsible for ensuring the SBNC Chair’s receipt of such letter. Additionally, the requirement for the nomination letter to include the school grade level(s) of the nominee’s children was revised and expanded to the grade level and school in which the nominee’s children, if any, are enrolled. The “years of graduation” of any children who formerly attended Edgemont School District Schools was revised to “years of attendance” to be inclusive of children who formerly attended Edgemont School District Schools but did not graduate. Restrictions regarding the spouse of an SBNC member or nominee were expanded to any family member, which includes the spouse, parent, sibling, child, sibling of a parent or children of a sibling of a SBNC member or nominee.

Section B, Article 4: Procedure at the Open Nominating Meeting – No substantial changes.

Section B, Article 5: Procedure After the Open Nominating Meeting – The required method of communication by which the identity of the nominees and a request for letters of comment on the nominees was changed from publication in the “Edgemont Newsletter” to the ECC website and the official school district newspaper(s) as adopted by resolution at the most recent Edgemont School District Annual Organizational Meeting.

Section B, Article 6: Procedure at the Voting Meeting – The voting threshold a nominee must receive to earn the SBNC endorsement was revised from one-half of the SBNC membership present and eligible to vote at the Voting Meeting to a majority of the SBNC membership present and eligible to vote at the Voting Meeting.

Section B, Article 7: Open Forum – No substantial changes.

Section B, Article 8: Effect of These Rules and Procedures on Statutory Nominating Procedures – Extraneous language “thereto, from time to time” was removed.

Section C, Article 1: Identifying Nominees for the SBNC (Former Section A, Article 4) – The responsibility for identifying members of the SBNC was reassigned from the community civic associations to the ECC Nominating Committee.

Section C, Article 2: Elections for SBNC Membership (Former Section A, Article 4) – The process by which members of the SBNC are elected was changed from one that relied upon elections held by the various community civic associations at their respective annual meetings to an open community election process for each of the eight (8) Edgemont neighborhoods. The process by which vacancies on the SBNC are filled was clarified.

Section C, Article 3: Term of Members of the SBNC (Former Section A, Article 5) – A clarification was made regarding the length of time a SBNC member can serve in various circumstances, and the length of time that must pass before a former SBNC member can serve again on the SBNC.

Section C, Article 4: Related Members of the SBNC (Former Section A, Article 6) – The restriction prohibiting members residing in the same household from serving on the SBNC concurrently was expanded to include members of the same household, and spouses, parents, siblings, children, siblings of a parent, or children of a sibling of a member residing in different households.

Section C, Article 5: Qualifications of Members of the SBNC (Former Section A, Article 7) – The restriction prohibiting members of the same household from serving on the SBNC and the School Board concurrently was expanded to include members of the same household, and spouses, parents, siblings, children, siblings of a parent, or children of a sibling of a member residing in different households. Additionally, a requirement was added for the student member of the SBNC to have 10th, 11th, or 12th grade standing at the time of the SBNC Organizational Meeting.

Section D, Article 1: Rules and Procedures Revision Committee (Former Section C, Article 1) – The Rules and Revisions Committee previously consisted of representatives from each designating organization. This requirement was changed to require representatives from each Edgemont neighborhood to reflect the general change from the SBNC consisting of members from each designating organization to members from each neighborhood.

Section D, Article 2: Chair of the Rules and Procedures Revision Committee (Former Section C, Article 2) – The restriction prohibiting the Rules and Revisions Committee Chair from also serving as the SBNC Chair in the same year was clarified and expanded to restrict the Rules and Revisions Committee Chair from concurrently serving as SBNC Chair or as a member of the SBNC.

Section D, Article 3: Proposals for Change (Former Section C, Article 3) – Clarified language to only require distribution of the proposed changes in printed form to the Rules and Procedures to members of the ECC, who by nature of being a member are the only individuals eligible to vote on business during the Annual Meeting of the ECC. To ensure the entire community is informed of the changes, the proposed changes must also be made accessible on the ECC website. Also clarified language about who is able to vote on the proposed changes to ensure compliance with the bylaws of the ECC.

Section E: Interpretation and Enforcement (Former Section D) – No substantial changes.

#### **D. Proposals evaluated, but after due consideration, not included in the proposed updated Rules**

Various proposed updates to the Rules were shared by community members in response to requests from the Committee. Each proposal was read, discussed, and evaluated by the Committee. The proposals that were considered but not recommended by the Committee are summarized below:

- **Proposal:** Reserve a spot on the SBNC for a former school board member.
  - *Discussion:* Following discussion, the Committee decided to not recommend this


proposed change for several reasons:

- Former school board members, while eligible to serve on the SBNC, should not be singled out for special treatment. Reserving a spot for a former school board member could create an unnecessary and undesirable appearance of undue “insider influence” on the SBNC’s processes.
  - Under current practice, each year, a school board member attends and addresses one of the initial meetings of the SBNC to outline the priorities of the school district and describe the qualities of a strong board member.
- **Proposal:** Remove U.S. citizenship requirement for SBNC membership.
    - *Discussion:* No such requirement exists in the current Rules and, accordingly, there is no requirement to remove.
  - **Proposal:** If asked by a member of the SBNC, permit the SBNC Chair to express an opinion on the merits of any person interviewed by the SBNC.
    - *Discussion:* Following discussion, the Committee decided to not recommend this proposed change.
      - The committee was concerned that if the SBNC Chair was permitted to express an opinion regarding a candidate, such opinion may have an outsized influence on the outcome of the SBNC’s process and would be in conflict with the Chair’s responsibility to ensure that the Committee’s process is carried out impartially.
  - **Proposal:** Require the SBNC student representative to be 18 years old and eligible to vote.
    - *Discussion:* Following discussion, the Committee decided to not recommend this proposed change.
      - The Committee noted that historical experience has shown that student representatives in 10th, 11th, and 12th grades have possessed adequate experience, maturity, and familiarity with the school district, to be effective members of the SBNC and have added valuable perspective while maintaining the confidentiality of SBNC discussions.

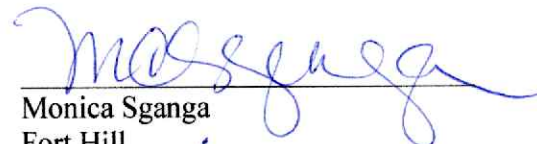
The Committee wishes to thank those who provided input to our process. We believe the continuing excellence of the Edgemont School District depends, in significant part, on maintaining a highly qualified School Board to represent the Edgemont Community, and that an effective SBNC plays an important role in making that happen. We hope and believe that our proposed updates to the SBNC Rules are in the best interest of the students and community served by our school district. We encourage community members to read the Appendix to this report, which contains the proposed updated Rules in their entirety.

Respectfully submitted,

  
Christina Buckser-Schulz  
Old Edgemont

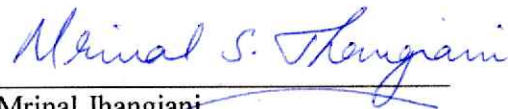
  
Jennifer Rosin  
Northern Greenville

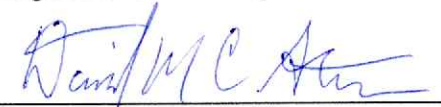
  
John Gerraughty  
Central Park Ave.

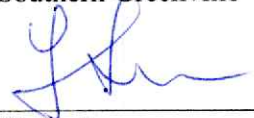
  
Monica Sganga  
Fort Hill


  
Matt Jaffe  
Longview


  
Gerri Sommers  
Edgemont Community Council

  
Mrinal Jhangiani  
Southern Greenville

  
David Stern  
Committee chair (non-voting)

  
Elaine Lu  
Greenridge

  
Andrea Weiss  
Cotswold

  
Dylan Pyne  
Ex officio (ECC President, non-voting)



EDGEMONT SCHOOL DISTRICT, SCHOOL BOARD NOMINATING COMMITTEE  
RULES AND PROCEDURES

Adopted May 6, 1969

(Amended June 12, 1973; May 6, 1975; May 1, 1979; April 24, 1985; April 28, 1987; April 29, 1992; April 27, 1994, [proposed to be amended April 17, 2024])

Preamble

The purpose of the School Board Nominating procedure is to produce the best qualified people to serve the community. To achieve this, these Rules and Procedures entrust the responsibility for making recommendations to a School Board Nominating Committee (“SBNC”) under a process designed to:

- 1) Encourage qualified residents to make themselves available to serve on the Edgemont Board of Education (“School Board”);
- 2) Establish a fair and judicious means for the evaluation and recommendation of candidates for the School Board; and
- 3) Make campaigning less necessary or less likely by ensuring a fair and open nomination process.

The SBNC shall be sponsored by the Edgemont Community Council (“ECC”). Sponsorship shall include the administration of the SBNC member election process and related clerical tasks, and the underwriting of mailings and other expenses necessary to operate and administer the SBNC.

A. Organization of the School Board Nominating Committee

1. Charge

- a. The SBNC is charged with identifying, recruiting, interviewing, and recommending residents for the annual elections of the School Board of the Edgemont Union Free School District of Greenburgh (“the Edgemont School District”).

2. Members of the SBNC

- a. The SBNC shall consist of three voting members from each of the following neighborhoods in Edgemont:
  - (1) Central Park Avenue
  - (2) Cotswold
  - (3) Fort Hill
  - (4) Greenridge
  - (5) Longview
  - (6) Northern Greenville
  - (7) Old Edgemont
  - (8) Southern Greenville

The neighborhood boundaries shall be as defined by the bylaws of the ECC.

- 41 b. Additionally, the SBNC shall consist of one student member selected through an  
42 inclusive process determined by the Edgemont High School Principal.  
43

44 3. Duties and Voting Rights of Members of the SBNC  
45

- 46 a. In addition to attending meetings of the SBNC, members must attend, in person, a  
47 minimum of three School Board meetings per year between September and the first  
48 Interview Meeting. Members in attendance at School Board meetings shall sign in  
49 with the Edgemont School District Clerk. The SBNC Chair shall request the School  
50 Board meeting attendance list after each meeting to track attendance to ensure  
51 compliance with this standard. Attendance at fewer than three meetings will result in  
52 the member becoming ineligible to participate in the Interview Meeting(s) and  
53 Voting Meeting. The SBNC Chair is permitted to exercise compassionate  
54 consideration for extenuating circumstances and allow a SBNC member to attend  
55 one School Board meeting remotely. Such remote attendance will apply toward the  
56 member's compliance with the three meeting requirement.  
57
- 58 b. Each member of the SBNC shall have one vote. Proxies shall not be allowed.  
59
- 60 c. SBNC members shall be free to exercise their sole discretion and judgment in their  
61 fulfillment of all SBNC duties, including in the Voting Meeting.  
62
- 63 d. All SBNC members shall keep in strict confidence all discussions and deliberations  
64 of the SBNC.  
65

66 4. Chair of the SBNC  
67

- 68 a. The ECC Nominating Committee shall nominate a Chair of the SBNC, who shall  
69 also be a member of the Board of Directors of the ECC, to be elected at the Annual  
70 Meeting of the ECC. The term of the SBNC Chair shall be limited to two (2) years.  
71
- 72 b. In the event the SBNC Chair resigns or becomes incapacitated, the President of the  
73 ECC or the President's designee shall serve as acting SBNC Chair until the  
74 President of the ECC is able to appoint a replacement at the next meeting of the  
75 Board of Directors of the ECC or until the SBNC Chair is able to resume  
76 responsibilities. The ECC President or a designee may not serve as acting SBNC  
77 Chair for longer than 60 days.  
78
- 79 c. The Chair of the SBNC shall not be the Chair of the Rules and Procedures Revision  
80 Committee concurrently.  
81

82 5. Role of the Chair of the SBNC  
83

- 84 a. The SBNC Chair shall have no vote at the Voting Meeting.  
85
- 86 b. The SBNC Chair shall:  
87 i. preside at all meetings of the SBNC;

- 88           ii.    conduct such meetings in accordance with accepted parliamentary  
89            procedure;  
90           iii.   ensure that the proceedings are carried out impartially, particularly:  
91                1.   that the views of each nominee are given equal opportunity to be  
92                presented, and  
93                2.   that no discussion take place in the SBNC with respect to any  
94                nominee at any time prior to the general discussion of the merits of  
95                all persons interviewed;  
96           iv.    not independently interrogate nominees;  
97           v.    inform each nominee in advance of the Interview Meeting of the legal  
98            eligibility requirements for service on the School Board (such eligibility  
99            requirements as expressed by New York State School Boards Association or  
100           other relevant authority). Additionally, at the outset of each interview, ask  
101           the nominee if the nominee is legally eligible to serve on the School Board  
102           according to the previously distributed eligibility requirements;  
103           vi.    not express an opinion on the merits of any nominee;  
104           vii.   provide each member of the SBNC with a copy of the history and bylaws of  
105            the SBNC; and  
106           viii.   review and, if necessary, update the ‘History of the SBNC’ document upon  
107            term completion.  
108

109   6.   Secretary of the SBNC  
110

- 111           a.   The SBNC shall elect by majority vote a Secretary who shall take minutes at each  
112            SBNC meeting.  
113  
114           b.   In the event of the resignation or disqualification of the Secretary, the SBNC shall  
115            elect a replacement Secretary by majority vote.  
116

117   7.   Preliminary Meetings of the SBNC  
118

- 119           a.   By October 1, the Chair of the SBNC shall write to the SBNC members notifying  
120            them of their responsibilities and of the date of the SBNC Organizational Meeting.  
121            The SBNC Organizational Meeting shall be convened no later than November 15  
122            and earlier, if possible. A representative of the School Board and the School  
123            Superintendent may be invited to this Organizational Meeting to assist in the  
124            orientation of the SBNC.  
125  
126           b.   An Information Meeting, to which all residents of the community are invited, shall  
127            be convened no later than December 15. The purpose of the Information Meeting is:  
128                (1) to explain the history and procedure of the SBNC, and  
129                (2) to provide any resident with views on the matter with the opportunity to  
130                express those views on desirable qualities for School Board members and the  
131                areas and concerns a potential School Board member should be able to  
132                address.  
133  
134           c.   These two Preliminary Meetings of the SBNC shall be open to the public.

- 135  
136 d. Subsequent SBNC planning meetings should include a discussion and plan for  
137 interview questions.  
138

139 B. School Board Nominating Process  
140

141 1. Date of Open Nominating Meeting  
142

- 143 a. The SBNC shall select a date for an Open Nominating Meeting for the purpose of  
144 receiving names of suggested residents for potential service on the School Board.  
145 The Open Nominating Meeting shall be held on or before February 1.  
146

147 2. Communication of Open Nominating Meeting  
148

- 149 a. On or before January 5, the SBNC Chair, in collaboration with the President and  
150 Secretary of the ECC, shall communicate by U.S. Mail, and by any other practical  
151 means, to all residents of voting age the date and place of the SBNC's Open  
152 Nominating Meeting, the positions of the School Board to be filled at the next  
153 Edgemont School District election, and the names of all members of the SBNC, and  
154 shall invite all such residents of the Edgemont School District to submit names of  
155 residents for such School Board positions.  
156

- 157 b. Such communication shall state whether each incumbent member of the School  
158 Board whose term is expiring is willing to serve an additional term.  
159

160 3. Request for Interviews  
161

- 162 a. A request for an interview with the SBNC must be in the form of an electronic or  
163 physical letter sent to the SBNC Chair, and received before the date of the Open  
164 Nominating Meeting or delivered personally at the Open Nominating Meeting. It is  
165 the responsibility of the requestor to confirm receipt of the letter by the SBNC  
166 Chair.  
167

- 168 b. Such letters shall contain a brief biographical sketch of the resident including:

- 169 (1) home address;  
170 (2) education;  
171 (3) occupation;  
172 (4) participation in civic affairs;  
173 (5) the length of time the resident has lived in the Edgemont School District;  
174 (6) the schools and grade levels of any children presently enrolled in school;  
175 (7) the years of attendance of any children who formerly attended Edgemont  
176 School District Schools; and  
177 (8) a statement that the resident has been consulted and is willing to serve if  
178 nominated and elected.  
179

- 180 c. No member of the SBNC, or a family member (spouse, parent, sibling, child, sibling  
181 of a parent, or children of a sibling) of a member, shall write a letter of nomination

182 for any nominee; no member of the SBNC shall write a letter of comment regarding  
183 any nominee, but a family member of a member may write a letter of comment.  
184

- 185 d. If any member or family member of a member, as defined in Paragraph 3c of  
186 Section B, is to be interviewed as a nominee, such member shall be disqualified  
187 from acting further as a member of the SBNC.  
188

189 4. Procedure at the Open Nominating Meeting  
190

- 191 a. At the Open Nominating Meeting of the SBNC, the Chair shall:  
192 (1) call for any additional letters requesting an interview with the SBNC;  
193 (2) announce the names that have been presented; and  
194 (3) read aloud the letters requesting interviews with the SBNC.  
195

196 5. Procedure After the Open Nominating Meeting  
197

- 198 a. On or before February 15, the Chair of the SBNC shall communicate the names of  
199 all residents nominated (by means of the ECC website and the Official Edgemont  
200 School District Newspaper(s) as adopted by resolution at the most recent Edgemont  
201 School District Annual Organizational Meeting) along with a statement that letters  
202 of comment regarding any of the nominees must be received prior to March 1.  
203
- 204 b. All members of the SBNC shall receive copies of all attributable information about  
205 nominees received by the SBNC Chair in writing and signed by the sender. This  
206 includes, but is not limited to, all letters of comment as well as letters requesting an  
207 interview, and shall be made available to each member of the SBNC and to the  
208 person named in the letter, as soon as possible after receipt and shall be kept  
209 confidential.  
210
- 211 c. The SBNC shall meet as often as a majority of its current membership considers  
212 necessary to conduct interviews and discuss nominations.  
213
- 214 d. A Voting Meeting shall be held after all nominees have been given an opportunity  
215 to meet with the SBNC and at least thirty days prior to the Edgemont School District  
216 election.  
217
- 218 e. If at any time between the Open Nominating Meeting and the Voting Meeting the  
219 number of persons to be interviewed becomes equal to or fewer than the number of  
220 vacancies, the SBNC shall re-open nominations for a two-week period and ask the  
221 community to nominate additional residents. Additional Interview Meetings may be  
222 scheduled if required.  
223
- 224 f. Members of the SBNC shall be free to receive information about nominees.  
225

226 6. Procedure at the Voting Meeting  
227

- 228 a. A member of the SBNC must attend all Interview Meeting(s) to be eligible to vote  
229 at the Voting Meeting.  
230
- 231 b. A quorum shall be required in order to hold the Voting Meeting and shall consist of  
232 at least two-thirds (2/3) of those eligible to vote at the Voting Meeting.  
233
- 234 c. Recommendation of a nominee for candidacy shall require the affirmative vote of  
235 the majority of the SBNC membership present and eligible to vote. A separate ballot  
236 shall be cast for each vacancy (with the longest terms to be voted first), but such  
237 vacancy shall not be designated by the name of the present occupant or referred to in  
238 that manner. Balloting for each vacancy shall continue until a nominee has received  
239 the required number of votes.  
240
- 241 d. The main function of the SBNC shall be to recommend persons to fill the existing  
242 number of vacancies on the School Board in a given year. The SBNC may,  
243 however, by two-thirds (2/3) vote of its total membership, decide in a particular year  
244 to recommend fewer candidates than the number of vacancies that exist in that year.  
245

246 7. Open Forum  
247

- 248 a. After the SBNC has made its selection(s) at the Voting Meeting and before the  
249 School Board election, it shall sponsor a forum for those individuals recommended  
250 for candidacy by the SBNC and those running independently who wish to appear.  
251 All questions addressed to the candidates at this forum must be submitted in writing  
252 to the SBNC Chair, who shall have discretion as to their disposition.  
253

254 8. Effect of These Rules and Procedures on Statutory Nominating Procedures  
255

- 256 a. Nothing in this document shall be deemed in any way to deny or limit the  
257 nomination of candidates for office of Member of the School Board pursuant to the  
258 provision of Section 2018 of the Education Law of the State of New York, or any  
259 successor in effect.  
260

261 C. Identification and Election of Members of the SBNC  
262

263 1. Identifying Nominees for the SBNC  
264

- 265 a. The ECC Nominating Committee shall be responsible for compiling a list of  
266 Edgemont residents from which the voters of the Edgemont School District shall  
267 elect members of the SBNC.  
268
- 269 b. The ECC Nominating Committee shall request civic and educational organizations  
270 in the Edgemont School District to encourage the submission of names and, using  
271 appropriate news media, community communications channels, and other  
272 techniques, shall communicate the nominating procedure for membership on the  
273 SBNC and invite the submission of names by all residents.  
274

- 275 c. On or before January 5, the ECC Nominating Committee, in collaboration with the  
276 President and Secretary of the ECC, shall communicate by U.S. Mail to every  
277 household within the Edgemont School District an invitation for submission of  
278 nominees to the SBNC and the nominee submission deadline, which shall be the 1<sup>st</sup>  
279 Tuesday in March. The ECC Nominating Committee shall communicate this  
280 information on a second occasion prior to the nominee submission deadline using  
281 appropriate news media, community communications channels, and other  
282 techniques.  
283
- 284 d. If not enough nominees are submitted to be included on the list of SBNC nominees,  
285 the ECC Nominating Committee shall, at a committee meeting held after the  
286 nominee submission deadline date, identify an additional nominee(s) to ensure that  
287 there is at least one nominee per vacancy.  
288  
289

290 2. Elections for SBNC Membership  
291

- 292 a. The ECC Nominating Committee shall be responsible for all voting arrangements,  
293 such as the furnishing of ballots, the tabulating of ballots, and ruling on any disputed  
294 matters (including the validity of ballots).  
295
- 296 b. There shall be eight Election Districts that shall correspond with each of the eight  
297 Edgemont neighborhoods. A sufficient number of persons shall be elected to the  
298 SBNC each year from each neighborhood in order to ensure three voting members  
299 elected from each neighborhood are on the SBNC.  
300
- 301 c. For the purposes of these Rules and Procedures, a person shall be a qualified voter  
302 for the SBNC membership elections if that person is (i) 18 years of age or older, and  
303 (ii) a resident of the Edgemont School District for at least 30 days prior to the SBNC  
304 Election.  
305
- 306 d. The ECC Nominating Committee shall present the list of nominees for SBNC  
307 membership to the voters at the Annual Meeting of the ECC, and shall also present,  
308 or make otherwise publicly available, a brief biographical summary and record of  
309 each nominee's civic activities and/or other qualifications. Only SBNC nominees  
310 who have confirmed to the ECC Nominating Committee prior to the Annual  
311 Meeting of the ECC their willingness to serve if elected shall be presented to voters.  
312
- 313 e. The SBNC Election shall be held on the same day as the School Budget vote,  
314 typically the 3<sup>rd</sup> Tuesday in May. Only a qualified voter as defined in paragraph 2c  
315 of section C, residing in a nominee's neighborhood shall be eligible to vote for such  
316 nominee.  
317
- 318 f. Voting for SBNC Members  
319 i. If there are an equal number of nominees as there are SBNC vacancies for  
320 any neighborhood, the nominees shall be deemed elected by unanimous  
321 consent and no election shall occur for that neighborhood.

- 322 ii. If there are more nominees than SBNC vacancies for a neighborhood, an in-  
323 person election shall be held for that neighborhood at an accessible public  
324 location. Prior to voting, voters shall attest that they are qualified voters as  
325 defined in paragraph 2c of section C. In the event of a tie, the tie shall be  
326 broken by a coin toss or another fair and impartial methodology chosen by  
327 the ECC Nominating Committee.
- 328 iii. Immediately following the SBNC Election, the ECC Nominating Committee  
329 shall notify all nominees of the results of the election.

- 330
- 331 g. If at any point between the SBNC Election and the SBNC Organizational Meeting a  
332 vacancy occurs or otherwise exists, the ECC Nominating Committee may appoint a  
333 member from the neighborhood for which the vacancy exists to serve for a one-year  
334 term. Such an appointment shall not preclude the appointee from being nominated in  
335 the next SBNC Election for an additional one-year term.

336

337 3. Term of Members of the SBNC

338

- 339 a. Committee members elected by voters in their neighborhood shall serve a 2-year  
340 term on the SBNC, unless previously appointed to a one-year term to fill a vacancy  
341 as described above, in which case they may be elected for an additional one-year  
342 term.
- 343
- 344 b. In the event of the resignation of a member of the SBNC after the SBNC  
345 Organizational Meeting, that position shall remain vacant until a new member is  
346 elected from the neighborhood in the next SBNC Election for a new 2-year term.
- 347
- 348 c. Upon the conclusion of a member’s term, a member may not serve again on the  
349 SBNC until a period of three years has elapsed from the last date of the member’s  
350 service.

351

352 4. Related Members of the SBNC

353

- 354 a. Members of the same household, and family members of a member, as defined in  
355 Paragraph 3c of Section B, residing in different households shall not serve  
356 concurrently on the SBNC.

357

358 5. Qualifications of Members of the SBNC

359

- 360 a. Nominees for election to the SBNC shall be residents of the Edgemont School  
361 District for at least three years at the date of their election.
  - 362
  - 363 b. A spouse, parent, sibling, child, sibling of a parent, or child of a sibling of a current  
364 School Board member shall not be eligible to serve as a member of the SBNC.
  - 365
  - 366 c. The Edgemont High School student member must have 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade  
367 standing at the time of the SBNC Organizational Meeting.
- 368



369 D. Procedure for Changes in Rules and Procedures of the SBNC

370

371 1. Rules and Procedures Revision Committee

372

373 a. A Rules and Procedures Revision Committee (“SBNC Rules Revision Committee”),  
374 to be composed of the outgoing members of the current SBNC, can be established  
375 by a motion duly adopted by a majority of those present at the Annual Meeting of  
376 the ECC or thereafter by a vote of the majority of the Board of Directors of the  
377 ECC. In the event an outgoing SBNC member for any neighborhood is unable to  
378 serve on such committee, the ECC Nominating Committee shall appoint a  
379 replacement from that neighborhood, who has previously served on the SBNC, but  
380 it shall not appoint a current member of the SBNC.

381

382 2. Chair of the Rules and Procedures Revision Committee

383

384 a. The ECC President shall appoint a past member or past Chair of the SBNC to be  
385 Chair of the SBNC Rules Revision Committee. The Chair shall:  
386 (1) have no vote;  
387 (2) not be the Chair or a current member of the SBNC concurrently;  
388 (3) not have served as Chair of the most recent SBNC Rules Revision  
389 Committee.

390

391 3. Proposals for Change

392

393 a. Proposals (whether or not presented by the SBNC Rules Revision Committee) for  
394 change in these Rules and Procedures shall be distributed in printed form to all  
395 members of the ECC at least ten days prior to the Annual Meeting of the ECC and  
396 be made accessible to all residents of the Edgemont School District on the ECC  
397 website. No vote for any change shall be taken with respect to any proposal not so  
398 distributed. All qualified proposals may be voted on by those present and entitled to  
399 vote at the Annual Meeting of the ECC; a vote by a majority of those present and  
400 entitled to vote shall be required to approve any such proposal.

401

402 E. Interpretation and Enforcement

403

404 1. The Board of Directors of the ECC shall be charged with the interpretation and enforcement  
405 of these Rules and Procedures.