



American International School of Budapest

Board Election Notification and Information

Dear AISB Parents,

March 31, 2010

In this document please find important information regarding AISB's upcoming Board Election. This year's election cycle will begin on March 31, 2010 with a nominating period and end on April 27, 2010, when voting concludes. Voting will be conducted electronically. Please review this document carefully and consider running for a Board position and/or nominating a candidate to run and, at a minimum, please vote in the election.

Background Information

The Board

As laid out in the Policy Handbook, AISB is governed by a School Board with eleven voting members. The Five are elected; four are appointed. This is to provide community representation along with necessary professional skills and experience. The Handbook also has procedures for filling seats when a Board member resigns or departs before his / her term expires, or when elections do not reach the thresholds required to be valid. The other two voting members are the US Embassy Representative, appointed by the Board's Honorary Chair, and the PSA Chair, elected by the parent community. **Three (3) elected positions become vacant at the end of this AY 2009-10 and the Board is seeking nominations for these positions.**

Role of a Board Member

School Board Members meet monthly to determine policy and exercise overall governance of the school. Additionally Board Members are expected to serve on standing and ad hoc Board Committees as necessary to ensure equitable distribution of effort.

Desired Skills

The Board welcomes the contributions of its talented parent community and especially needs Board Members with experience in the areas of finance, governance and policy planning, facility management (including use of renewable energy), strategic planning, fundraising, marketing, and human resources. The Board also looks for representation from across the school community, and for team players who are motivated to serve at the level of policy and strategy in support of the School's Mission, Vision and Values.

Eligible Members

Any parent of a child enrolled in AISB who is not a school employee or immediate family relative of a school employee, or in the same family as another voting member, may serve as a voting School Board Member. **The two-year term of office is June 17, 2010 until the end of the school year June 2012.**

Nomination Process

Nominations must be submitted on the enclosed Nomination/Biographical Information Form. Both sides of the form must be completed and entries must be typed or written in black ink. Candidates must limit themselves to the space provided on the form. **Nominations will be**

accepted from April 1 – April 8, 2010. Completed Forms must be delivered to Ms. Gabi Pitz at the Nagykovácsi Campus no later than 4:00 p.m. Thursday, April 8, 2010.

Campaign Guidelines

No information on individual candidates will be posted, prepared, or distributed by either the candidate or the school with the exception of the biography provided on the required form, which will be available on the school's web site.

Election Threshold

For the election to proceed, the number of candidates must be greater than the number of available positions being voted on. **Therefore, a minimum of four candidates must be nominated this year for elections to occur.** Should this not happen, the Board may fill these positions by appointment.

Electronic Voting Process

Eligible voters will receive an email on Monday, April 19, 2010 assigning each a Login ID that will allow voting via the web. To vote on the web, one must first access the voting site. There are two ways to do this:

1. The email containing the Login ID will also include a link to the url, or web address, of the site. If your email program supports it, click the link to launch your web browser and access the site. If your email program doesn't support clicking links, you can copy the link and paste it into the browser yourself.
2. You will also be able to access the voting site through the school's web site: www.aisb.hu. This page will contain a large link that will connect you to the voting site.

After connecting to the voting site, you will see a place to enter your Login ID. Enter your Login ID exactly as provided and click the "Continue" button. Click the "Continue" button in the next window and you will be at the voting page.

On the voting page you will see the names of the candidates. You can click on a candidate's name to read biographical information about that candidate. To enter a vote for a candidate, click the box next to the candidate's name. When you have marked the candidate you wish to vote for, click the "Submit Vote" button to record your vote. You can also leave the voting page without casting a vote by clicking the "Cancel" button.

After you submit your vote, the voting is complete. You will be returned to the login page where another person can log in or you can leave the site.

Conditions for a Valid Election

1. The Board will give advance notice of the date and time and will ensure that it is widely publicized.
2. To run for election a potential candidate must be nominated and seconded by an eligible voter and submit biographical data on time; once nominations are closed the names of all valid nominees will appear on the ballot and may not be withdrawn.
3. The number of candidates must be greater than the number of available positions being voted on.
4. The electronic ballot will be made available on the school's website.
5. At least 35% of eligible voters must vote.

AISB Voting Board Members: Status of Terms of Office (March 2010)

Shaded lines indicate voting board member positions to be filled, and how this will be done.

<u>Seat Filled By:</u>	<u>Name</u>	<u>Nationality</u>	<u>Departure/ Term Ends</u>
US Embassy Appointment	Jeffrey Levine	USA	2010
**Board Appointment	Larry Kinde	USA	2010
Board Appointment	Ilona Jankovich	Netherlands/HU	2011
Board Appointment	Andrew Higgins	UK	2010
Board Appointment	Alan Vincent	UK	2010
*Election	Kim Carralero	USA	2010
Election	Peter De Groot	Netherlands	2011
**Election	Barbara Brill	USA	2010
Election	Marianne Bollen	Belgium	2011
Election	Vacant (resignation)		2010
PSA Election	Hanan Cohen	Israel	2010

* Appointed to an elected seat following invalid (participation below 35%) 2008 election. ** Departing Hungary

Election Time Line

March 17-April	Board election notification and information campaign
31 March	Nomination Forms sent home; notice published in the <i>Wednesday Weekly</i>
7 April	E-mail reminder sent to eligible voters.
8 April	Nomination period closes at 4:00 p.m.
19 April	Login IDs provided to eligible voters. Voting period begins.
20 April	Voting period begins
20 April	E-mail reminder sent to eligible voters.
27 April	Voting period ends at 4:00 p.m.
28 April	Results given to candidates
29 April	Results announced in the <i>Wednesday Weekly</i>
18 May	Board Members-elect invited to observe Open Session of Board Meeting
11-12 June	Board Members-elect attend Board Planning Session for AY 2010-11
15 June	Board Members-elect included in all Board activities; Terms begin.

Election Supervisor

The Board Chair is the Election Supervisor. Please direct your questions regarding elections to him, or to the Board's Governance Chair, or the AISB administration.

Sincerely,

LARRY KINDE
Board Chair, 06-30-274-8742
Encl

KIMBERLY CARRALERO
Governance Chair, 06 20 469 6786

Nomination/Biographical Information Form



American International School of Budapest

2010 School Board Election
Nomination/Biographical Information Form
(Deadline for Nominations is 4:00 p.m. Thursday, April 8, 2010)

I make the following nomination for the named person to serve as voting member of the AISB School Board for a term beginning June 17, 2010, until the end of the school year June 2012.

Name of candidate: Signature: Telephone:

Nominated by: Signature: Telephone:

Seconded by: Signature: Telephone:

(Note: Candidate and nominator can be the same person; a second is, however, always needed)

2010 School Board Election
The Role of an AISB School Board Member

Board members are expected to:

- 1. Understand the School's operational practices;
2. Read the Policy Book, the Constitution, and other Board documents;
3. Attend Board training, planning and development sessions;
4. Work on ad hoc and standing Board committees;
5. Prepare for and attend all monthly Board meetings;
6. Raise School issues at legal Board sessions;
7. Serve as an ambassador and advocate for the School;
8. Maintain a positive and constructive environment in which the Board's business can take place; take collective responsibility for Board sessions.

Other skills and experiences sought in Board Members:

- Ability to work as a member of a team and to think strategically
Human resources
Finance
Construction and project management, including use of renewable energy
Non-profit governance or policy planning
Strategic Planning
Marketing



American International School of Budapest

2010 School Board Election

Candidate's Biographical Information

Name of Candidate: _____ **Telephone:** _____ **E-mail address:** _____

1. Nationality:
2. Grades of children attending AISB:
3. How many years at AISB?
4. How would you contribute to the Board's work?

5. What do you believe are the greatest strengths of AISB?

6. What do you believe are the greatest challenges at AISB?

7. Other Comments:

Date: _____

Signature: _____