

## **Guidelines for the 2020 Annual Election of HX Chinese School at Plainsboro**

### **1. Election Committee**

Pursuant to Article 6.01(c) of the By-Laws of HX Chinese School at Plainsboro (hereinafter referred to as “HXPCS”), the Election Committee is appointed by the Board of Trustees of HXPCS, and is responsible for overall planning, organization and administration of the elections. Below is the list of the Election Committee members and their email addresses:

Jinping Gan: [jinping\\_gan@yahoo.com](mailto:jinping_gan@yahoo.com)

Yani Gao: [yani.gao@gmail.com](mailto:yani.gao@gmail.com)

Ping Xian: [bryan\\_xian@yahoo.com](mailto:bryan_xian@yahoo.com)

One or more of the following former committee members may assist the Election Committee as needed under the direction of the Election Committee:

Wei Tang: [wei.tang@gmail.com](mailto:wei.tang@gmail.com)

Shumin Lin: [Shuminlin@comcast.net](mailto:Shuminlin@comcast.net)

Qiang Shen: [jshen.tw@gmail.com](mailto:jshen.tw@gmail.com)

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Yu Zhong: [yu.zhong.609@gmail.com](mailto:yu.zhong.609@gmail.com)

### **2. Open Positions for Elections**

- One (1) Principal-Vice Principal pair, serving a term of one (1) school year (2020-2021).
- Four (4) members of Board of Trustees, serving a term of two (2) school years (2020-2022).

### **3. Candidate Qualifications**

#### **3.1 General Qualifications for All Candidates**

1. Must be a general member of HXPCS who will have paid the tuition and family membership fee fully (家长会费) by 23:59, August 28, 2020 for the fall semester of the 2020-2021 school year. (See HXPCS By-Laws article 3.01 for the definition of General Members).
2. Willing to serve HXPCS and its members and acting in the best interests of the general members.
3. Commitment to follow HXPCS By-Laws, relevant rules, and guidelines, and regulations of the school and the governments.
4. Commitment to comply with the HXPCS Conflicts of Interest Policy, as well as the rules of conduct issued by the school.

#### **3.2 Additional Qualifications for Principal Candidates**

1. Leadership qualities and characters for working effectively with students, parents, teachers, and admin staff.
2. Sufficient time commitment to all school administrative affairs.
3. Interest in Chinese language and/or Chinese culture education.

### **4. Election Timeline**

1. Deadline for submission of candidate profiles: 23:59, August 16, 2020.
2. Online voting will be active from 00:01, August 30, 2020 to 23:59, September 5, 2020.
3. Election results announcement: not later than September 13, 2020.

## 5. Election Rules

1. All candidates are required to submit profiles/resume that details qualifications and related background information to the Election Committee by the submission deadline.
2. Because of the declared public health emergency, we will be utilizing an online platform called OpaVote (<https://www.opavote.com>). Voters can place their votes using a smartphone or they can use a computer and log in their email account to complete vote.
3. On August 30, 2020, the first day of the election, each candidate will have an opportunity to give a brief speech and answer questions in a Zoom meeting.
4. Each member family who will have paid in full the tuition and family membership fee (家长会费) by 23:59, August 28, 2020 for the fall semester of the 2020-2021 school year has one chance to vote for one (1) candidate pair for Principal-Vice Principal, and Four (4) candidates for trustees.
5. Although online voting platform is going to be used, but the total number of votes cast cannot be less than 10% that of the entire General Members of HXPCS on August 28, 2020.
6. Rules for the Principal-Vice Principal Pair Election:
  - a. If there are two (2) or more candidate pairs for Principal-Vice Principal position, the candidate pair receiving the plural votes will be elected, provided that they receive at least one third (1/3) of the total votes cast.
  - b. If the candidate pairs receive identical numbers of votes and need a tiebreak, a majority vote of the current school year Board of Trustees shall determine.
  - c. If there is only one candidate pair running for the Principal-Vice Principal position, the candidate pair must receive at least one-half (1/2) of the total votes cast to be elected.
  - d. If no candidate pair is elected for the Principal-Vice Principal position, the Board of Trustees shall appoint an acting Principal-Vice Principal pair.
7. Rules for Trustees Election:
  - a. If there are five (5) or more candidates, candidates receiving the top four (4) largest numbers of votes are elected, provided that each of them receives at least one third (1/3) of the total votes cast.
  - b. If two or more candidates receive identical number of votes and need a tiebreak, a majority vote of the current school year Board of Trustees shall determine.
  - c. If there are four (4) or fewer candidates running for the positions, each candidate must receive at least one-half (1/2) of the total votes cast to be elected.
  - d. If no candidate is elected for a Trustee position, the vacancy or vacancies shall be filled by the Board Trustees up to the minimum number of Trustees required pursuant to Section 6.01 of the By-Laws.

## 6. Interpretation Right

The HXPCS Board of Trustee reserves the right to interpret this document and related issues according to the HXPCS By-Laws.