

CAC Training Summary Handout: Member Recruitment, Selection, and Election May

Member Election and Selection

- Professional Staff, Classified Staff, and Students are elected by their peers. No application is required. The Professional Staff member with Special Education expertise is selected by the principal.
- Parents, the Community Representative, and the Business Representative are all selected by the Principal and Co-Chair. An application is required.

Terms of Service

- All representatives serve for two years.
- There is no limit on the number of times a representative can serve.
- Membership renewal is not automatic.
- Persons wishing to renew membership must make their interest known and go through the same process for membership as everyone else.
- All members who wish to renew their membership need to fill out the [Standard Application Form](#).

The Principal

- Ensure that Professional Staff Members, Classified Staff Members, and students are notified of available positions sufficiently in advance to let their interests be known.
- Ensure elections are conducted if there is a competition.
- If there is no competition, an election is not required.
- If vacancies are not filled, direct recruitment is allowable and sometimes necessary.

The Principal and Co-Chairs

- All applications must be reviewed.
- Submittal of an application does not in itself guarantee a position.
- After members are selected and notified, they should review the training materials available on the CAC website.

CAC Training Summary Handout: Member Recruitment, Selection, and Election May

Selection Criteria

- Example selection criteria:
 - Consider the extent to which the candidate has a positive attitude, works well with others, and would help to reflect the geographic, ethnic, gender, and economic diversity of the school community.
 - Consider the extent to which the new candidate has previous school or community service, is known to advocate for the interests of all children, and has supplied reference.
 - Consider the extent to which the existing candidates has maintained reasonable regular attendance, has contributed to the CAC, would provide leadership and experience to the CAC, and whether their continued service would prohibit other interested and capable candidates from serving.