

## North Lakes Academy

**Policy #:** 701

**Policy Name:** Board of Directors Election Process

**Adopted:** October 20, 2008

**Revised:** April 9, 2013, December 10, 2013

**Reviewed:** June 28, 2010

### **I. Purpose**

The Board of Directors recognizes it represents the interests of the entire North Lakes Academy community in the governance of student achievement and fiscal management. To effectively represent the community, the Board of Directors recognizes the importance of a sound election process. Therefore, the Board of Directors establishes this policy on the Board member election process.

### **II. Composition of the Board**

A. The Board of Directors will have no less than seven (7), no more than nine (9) elected seats. Beginning no later than December of each year, the Board of Directors will be elected to designated terms: Five (5) teachers, three (3) parent members and one (1) community member.

B. Terms for each elected positions are as following:

1. Odd year elections would elect two (2) teacher members (T1, T2) with a two (2) year term, two (2) parent members (P1, P2) with a two (2) year term, one (1) community member (C1) with a two (2) year term.
2. Even year elections would elect three (3) teacher members (T3, T4, T5) with a two (2) year term, one (1) parent member (P3) with a two (2) term.

C. Teacher seats must be filled by an employee of the school with a valid and current teacher's license.

### **III. Election Process**

A. The election process will be managed by an Election Committee appointed by the Board, and will consist of three or more persons who are not current candidates for a seat on the Board.

1. This committee will define the nomination deadline, recruit nominees, post candidate summaries, prepare the ballots, collect and count the ballots, and publish the results.

B. Elections will be held during or around the fall parent-teacher conferences. Notice of openings must be posted at least eight weeks and candidate summaries at least two weeks prior to the election.

C. Early/absentee voting will be available at all school campuses one week prior to the scheduled date of the School Board election.

#### **IV. Voter Eligibility**

A. Eligible voters will include parents/guardians of currently enrolled students and employees of North Lakes Academy.

B. Eligible voters must provide their signature (electronic signatures are acceptable for electronic balloting) at the time of voting to ensure that only one confidential vote per eligible voter is cast.

C. In the event that an eligible voter has students at multiple campuses, only one vote will be allowed. Parents should cast their ballots at the campus of their youngest enrolled student.

#### **V. Results Reporting**

A. In the event that all candidates on the ballot are running unopposed, the Board may move that an election is unnecessary and the Board Chair declare all candidates as successful in their bid for election. This action must take place no sooner than 30 days prior to the scheduled election.

B. Ballots on which too many votes are cast for a limited number of Board positions will be declared invalid for that particular Board position.

C. At least two members of the Election Committee will tally all votes and report preliminary results no later than 24 hours after the date of the election.

D. The Election Committee will report the election results to the Board for acceptance as a valid election. This report will include a summary of the election process, the number of ballots counted, the percent of eligible voters participated, and the results for each open seat. This report will occur at the first regular Board meeting following the election.

E. In the event of a tie, the Board of Directors will vote (members seeking election abstaining) to determine the winning candidate at the first regular Board meeting following the election.

F. The current Board of Directors will accept the election as valid and new members will be sworn into office at the first regular Board meeting following the election.

G. Officers will be elected at the first Board meeting following the election (usually the November Board meeting). These officers will include the Chair, Vice-Chair, Treasurer, and Secretary.

**V. References**

2013 Minnesota Statute 204.34 (Tie Votes)