

Board Election Committee:

Meets in February for 1st time

Less than 3 board members plus Executive Director

Determine the following:

- Establish Board Election Committee at December Board Meeting
- Establish open board seats at January Board Meeting
- Get candidate pool by end of February each year by sending email to parents and community to see who is interested. Teacher candidates have a rotation already established.
- Determine 30 days notification (mark calendar) from May Board Meeting
- Send home or mail ballots one week before election day
- Biographies from candidates due April 1 of each year
- Office to create voter list and ballots/envelopes by 2nd week of April. Administrative Assistant has sample ballot, envelope and voter list.
- By 2nd week of April, post on website statute requirements:
 - The board of directors must establish and publish election policies and procedures on the school's website.
 - The board of directors must notify eligible voters of the school board election dates and voting procedures at least 30 calendar days before the election and post this information on the school's website.
 - The board of directors must notify eligible voters of the candidates' names, biographies, and candidate statements at least ten calendar days before the

election and post this information on the school's website.

- Count Votes on Election Day before board meets (same day as May Board Meeting); ensure someone who is not on the committee comes to verify results
- Certify election results at May Board meeting (make sure this is on board agenda for May)
- Executive Director notifies winners the day after May Board meeting and explains required training that must be completed prior to being seated in July
- New candidates take their seat starting July 1

Updated: 2/11/2025