

215 BOARD ELECTION PROCESS

I. PURPOSE

The purpose of this policy is to outline the process for electing individuals to the Minnesota Transitions Charter School (MTCS) Board of Directors.

II. GENERAL ELECTION PROCEDURE

- A. Elections shall be held annually for the Board of Directors. Board members are elected to staggered three-year terms.
 - 1. Board position types – licensed teacher, parent or legal guardian, and community member.
 - 2. Board officers are elected at the first meeting at the newly seated board.
 - 3. The Board of Directors shall consist of at least five members with the target configuration of nine members, but may have as many as eleven members with Board approval.
- B. The Election may be conducted via electronic means through a Board-approved online election software program.
- C. The Election shall be held and voting shall be open during the days leading up to the Annual Meeting on call of the Board.
- D. The Board shall designate the deadline for individuals to declare their candidacy for the election.
- E. Any online election will be facilitated by the Board-approved designee, typically the Executive Administrative Assistant. Prior to the start of the Election, this person shall review the database of voters in the online election software program to ensure that the database is the same as MTCS' eligible voter list.
- F. The Board shall designate an Election Judge, who will be responsible for certifying the results from the online election software program.
- G. The Board shall fix a date no more than 60 days prior to the Annual Meeting for the determination of all eligible voters who are entitled to vote in the Election. At least 30 days prior to the start of the Election, the Superintendent or their designee shall send an email or letter to all eligible voters notifying them of the upcoming

election. The correspondence should also provide voters with instructions for any online voting system and notify them that they may vote at a computer or site designated by the Board.

- H. The Board shall designate the voting location(s) to allow voters without computer access an opportunity to vote in any electronic voting. The location(s) must be stated in the correspondence notifying voters of the election. At each location, MTCS will make available a computer for voters to use to vote in the Election, if electronic voting will be used. MTCS will have a staff member at the polling location to ensure the security of the Election and assist voters with questions regarding the online voting process.

III. VOTING ELIGIBILITY

- A. Any parent or legal guardian of a student enrolled at MTCS shall have one vote.
- B. All paid Staff shall have one vote.
- C. No one may have more than one vote.

IV. DETERMINING THE ELECTION WINNERS AND VERIFYING ELECTION RESULTS

- A. Write-in names will be allowed on the ballots.
- B. The candidates with the highest number of votes win.
- C. Verification of election results will be done by the Election Judge. The Election Judge and/or their designee will secure the results of the election from the online voting program, if electronic voting is used. The Election Judge and/or their designee will secure the election results at the beginning of the Annual Meeting.
- D. The Election Judge will ensure that the election results, list of eligible voters, and voter information in the online voting program are maintained for one year following the Election.
- E. In the event of a tie for an elected position, a coin toss will determine the winner. Present at the coin-toss shall be the individuals who are tied for votes, the Superintendent, and the Board Chair or appointed election official.
- F. The Election results will be certified and presented at the next Board meeting and published in the MTCS Board minutes. Election results (winners only – no tally numbers) will be published in the next MTCS newsletter and/or posted on the MTCS website.

- G. The Board Chair or school administrator will call all candidates to inform them of the results (winners first), congratulate them, and remind them of the date for their first meeting.

V. MID-YEAR VACANCIES

Per the MTCS Bylaws, if there is a vacancy among the Directors, such vacancy may be filled for the remainder of the term by a vote of the Board of Directors.

VI. BOARD MEMBER ELECTION ELIGIBILITY

- A. Community Member: an individual who does not have any current connection to MTCS or any previous connection in the last five years. Connections to MTCS are defined as anyone previously employed by or having a family member employed by MTCS, or previously attended or having a family member who previously attended MTCS. The intent of the community member involvement is to provide an outside perspective for the benefit of MTCS. The five-year time frame is intended to allow the development of an outside perspective if the person had previous ties to MTCS.
- B. Parent: an individual who is the parent or legal guardian of a student who is currently attending MTCS and whose enrollment is expected to continue for the duration of the school year. The parent member cannot be employed by MTCS in any capacity during their term on the Board or at the time after their nomination. If parent or legal guardian is employed by MTCS, they shall be considered a teacher representative and not a parent representative.
- C. Teacher: an individual who is a licensed teacher and employed as a teacher by MTCS. For purposes of this Section, the term includes instructional, supervisory, and support staff including supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists. The Superintendent and lead administrator or Principal of any MTCS school are ineligible to serve on the Board.