

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 to fill vacancies or expiring terms of the Board of Directors. Board members are elected to staggered three-year terms. A new Director's term will begin on July 1 of each year.
 - 1. Board position types – licensed teacher, parent or legal guardian, and community member.
 - 2. Board officers are elected at the first Board of Directors meeting following the Election. Officers shall serve for a one-year term, unless removed by a majority vote of the Board of Directors.
 - 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.
 - 4. An individual may serve four terms on the Board as a Director and may serve four terms as an officer of the Board.
- B. The Board shall fix a date no more than 60 days prior to the Election for the determination of all eligible voters who are entitled to vote in the Election.
- C. The Board shall designate the voting location(s) for the Election. The Election may be conducted via electronic means through a Board-approved online election software program. The Board shall designate the voting location(s) to allow voters without computer access an opportunity to vote in any electronic voting.
- D. 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. This correspondence must notify voters of the voting location(s) for the Election, provide instructions for any online voting system, and notify them that they may vote at a computer or site designated by the Board. At least 30 days prior to the election, the election dates and voting

procedures must be posted on the school's website.

- E. The Board shall designate the deadline for individuals to declare their candidacy for the election. At least 10 days prior to the start of the Election, the board of directors must notify eligible voters of the candidates' names, biographies, and candidate statements and post this information on the school's website.
- F. At each voting 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.
- G. 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.
- H. The Board shall designate an Election Judge, who will be responsible for certifying the results from the online election software program.

III. VOTING ELIGIBILITY

- A. All parents or legal guardians of a student enrolled at MTCS shall have one vote.
- B. All staff members employed by MTCS shall have one vote.
- C. Any members of the Board who are not either parents or staff members shall have one vote.
- D. 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, including from the online voting program if electronic voting is used.
- D. 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.

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

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 an affirmative vote of a majority of the Directors on the Board, provided that the vote occurs at a properly noticed meeting of the Board.

VI. BOARD MEMBER ELECTION ELIGIBILITY

- A. Community Member: A community member must reside in Minnesota, must not have a child enrolled in an MTCS school, and must not be an employee of MTCS.
- B. Parent or Legal Guardian: 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. Licensed Teacher: an individual who is employed by the school or provides at least 720 hours of service under a contract between the charter school and a teacher cooperative; who is qualified under Minn. Stat. § 122A.16, either serving as a teacher of record in a field in which the individual has a field license, or providing services to students the individual is licensed to provide; and not serving in an administrative or supervisory capacity for more than 240 hours in a school calendar year. The Superintendent and any lead administrator or Principal of any MTCS school are ineligible to serve on the Board.