



GOVERNING COUNCIL ELECTION POLICY

This policy was adopted by the Governing Council on March 3, 2015.

Purpose

This policy shall govern the election of representatives of the MPCS Governing Council ("GC").

Election Date

The election shall take place within the last month of the school year and shall be completed before the last day of school.

Council Election Committee

On or before the regular February meeting of the GC, the currently seated GC shall commission a Council Election Committee ("CEC") for the purpose of organizing and administering the election of Council Representatives.

- a. The CEC shall consist of the following individuals:
 - one currently seated Representatives of the GC not running for election;
 - the Director of Operations or the Director of Education, or his/her designee from among his/her direct reports;
 - one current employee, (faculty or staff) selected by the Faculty Council; and
 - two parents or legal guardians of children currently enrolled selected by the Parent Council;
- b. Members of the CEC and their respective spouses or domestic partners shall not be candidates for election to the GC.
- c. The members of the CEC shall, at their first meeting, determine a chairperson.
- d. If a member of the CEC resigns their position on the CEC at any point prior to the election, the remaining members of the CEC may, if they so chose, appoint another individual to fill the seat.
- e. The CEC shall provide a progress report to the GC at each regular GC meeting during the election season demonstrating its adherence to the election procedure described in this policy.
- f. Current Representatives running for election shall not participate in any process of the appointment of GC's CEC member unless a quorum is needed. Further, except for the GC representative sitting on the CEC, the GC representatives shall abstain from participation in the election process except in the role of Candidate.

Notice of Election

No fewer than 60-days prior to the election date, the CEC shall publicize the number of seats on the GC that will be filled by election and request declarations of candidacy and nominations.

- a. The notice shall be provided by means of email communication to the parent body, faculty and staff, written notice in the school newsletter or similar communication, as well as a posting on the Mountain Phoenix Community School website (the "Notice").
- b. The Notice shall detail how many seats are up for election, the term length for each seat, and the effective beginning date of service and the election date.
- c. The Notice shall refer to the requirements for candidacy, as detailed in the section titled "Candidacy" of this policy of this policy.
- d. The Notice shall provide a statement that candidates must sign a "Candidate Intent & Acknowledgement" form prior to the election.
- e. The Notice shall provide contact information for the CEC and a deadline by which individuals must submit their interest in candidacy.

Candidacy

To become a candidate, by self declaration or acceptance of nomination, the individual must satisfy the criteria set forth in the Bylaws as well as the following:

- a. A candidate must submit a letter of interest, accompanied by 1-2 page resume, and a signed Candidate Intent & Acknowledgement to the CEC no later than the deadline specified in the Notice.
- b. A copy of the "Council Member Statement of Agreement" shall be made available for review by candidates.

Campaigning for Election or Re-Election to the GC

- a. The CEC shall publish, to the parent body, a list of candidates and their abbreviated resumes no later than 30 days prior to the election.
- b. The CEC shall, arrange at least one opportunity for the public to meet with the candidate(s), at which time questions may be asked of the candidate(s).
- c. Candidates will not be permitted to campaign on school property, or by use of school data other than as prescribed in this section of this policy. Any candidate who campaigns or solicits votes by any other method is subject to disqualification in the election, at the discretion of the CEC.

Eligible Voters

Eligible voters are current parents, legal guardians, faculty, staff, administrators, and Governing Council Representatives. Each eligible voter is allowed one vote per vacant seat on the GC. No votes shall be counted from any Member who casts more votes than there are available seats.

Number of Votes

Each adult with a child attending MPCs (parent or legal guardian), and current employees, faculty, staff, administration and GC Representatives shall be allowed to vote in election conducted pursuant to this policy. Each person described in this section shall have only one vote.

Election Process

- a. The CEC shall provide a paper "ballot" for casting votes for each seat available in the election.
- b. Voting period to cast votes shall last for at least 5 school days.
- c. The CEC shall publicize to the community the process(es), date(s) and time(s) for voting, as follows.
 - At least two times within the 30 days prior to the election date; and
 - At least one time within the 24 hours prior to the election date.
- b. Each ballot shall clearly state the number of open seats available. Each ballot shall list all eligible candidates who have met all requirements in this policy.

- c. Disqualified votes: Absentee votes will not be counted. Proxy votes will not be counted. No votes shall be counted from any person who casts more votes than there are available seats. Any vote cast prior to, or after, the election hours and/or date(s) will not be counted.
- e. All votes shall be confidential.
- f. Votes shall be collected in confidence by members of the CEC, and no one else.
- g. Votes shall be tabulated in confidence by members of the CEC, and no one else.
- h. Upon closing of the election, the CEC shall tabulate the results. The candidate(s) receiving the most votes shall be elected as Representatives of the GC for the term defined by the MPCS Succession Policy. In the case of a tie, the winner will be selected by a coin toss. The CEC shall certify the accuracy of the results prior to any announcements.
- i. The CEC chairperson, or his/her designee, shall contact the elected candidate(s), by phone and/or email, to notify him/her of the election results.
- j. The CEC shall announce the certified election results to the MPCS community following notification of the candidates.
- k. The newly elected representative(s) shall be expected to attend the first regular meeting of the GC that is scheduled at the commencement of their term. In order to be seated to the Governing Council, the new representative(s) must submit a signed copy of the "Council Representative Statement of Agreement" form to the currently seated no later than the first meeting of the new term.

Authority

The currently seated GC has ultimate authority to interpret and implement this policy.

POLICY HISTORY

Original: proposed by the GC on March 10, 2014

Revision 1: proposed by the Task Force on March 3, 2015.