



Board Policy: 1.0 Governance	Election
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1.6 Election Policy

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Policy

General Election Policy

Stargate Charter School will hold two (2) elections each year. One election for the Governance Board of Directors members shall be held in the spring, and a second election for the elected positions on committees shall be held in the fall. Board member terms begin at the first meeting of the Board held after June 30th per the Stargate School Bylaws. Elected committee terms end at the first Board meeting following elections.

Candidate Shortfall

In the event that there are not enough candidates for open Board Director positions, an election will still occur. The vetted candidates will appear on the election ballot. The candidates on the ballot will be “elected” if they receive one or more votes. This policy will ensure that the Director positions are filled by election and not appointment where possible, abiding by the spirit of the by-laws. If there are remaining open Director positions after an election, they will be filled by appointment of the Board until the next Board election. Should there not be enough candidates for open elected committee positions (i.e., a committee needs 3 new elected members, and only 2 candidates to run), the vetted candidates will be considered “deemed elected” and no election is necessary.



Determining the Election Winners

All voting will be completed via the online voting tool managed by the election committee. The candidate(s) with the highest number of votes wins. A run-off election will be initiated when two or more candidates are exactly tied for the last open position (i.e. the 3rd of 3 open positions). When a run-off election is required, it will be performed as soon as possible and be open for the same amount of time as the original election. Should the run-off election result in another tie, a coin toss will determine the winner. Present at the coin-toss shall be the individuals who are tied for votes, the Executive Director, a designated election committee member and at least one current Board member.

Open Positions

If a Director position becomes vacant outside of an election nomination period, the Board will appoint a replacement Director. The appointed Director's term will end when the spring election occurs to fill that position.

If an elected committee position becomes vacant outside of an election nomination period, the Committee Chair will appoint a replacement member. The appointed member's term will end when the fall election occurs to fill that position.

Terms

In the event there are multiple terms available for the same elected positions, the elected members would decide among themselves who would serve each term. If no decision is reached by those elected, a coin toss will determine who will take which term prior to being sworn in. Present at the coin-toss shall be the elected individuals, the Executive Director, a designated election committee member and at least one current Board member.

Stakeholders

Stakeholders are those parents of students, faculty, or staff of Stargate Charter school who are eligible to vote in an election. All faculty and staff who are employed by Stargate Charter school at the time that nominations for positions are opened shall be eligible to vote electronically. All parents whose children are registered in Infinite Campus and attending school at Stargate at the time that nominations are opened are eligible to vote electronically.

Electronic Voting

To vote electronically, parent stakeholders must have a unique, valid, and current email address registered with Infinite Campus 30 days prior to the election in which they are to vote. Stargate Staff or Faculty stakeholders must have a unique, valid, and current email address registered with the Stargate Office 30 days prior to the election in which they are to vote.

The Election Committee will validate emails using test emails or other email validation tools prior to the election. However, it is the stakeholders' responsibility to ensure that their email is unique, valid, current, correct, and registered.

Email address cannot be shared among voting stakeholders.

Paper ballots may not be issued for voting.



One Stakeholder – One Vote

Stakeholders can only vote once per election. If a student has two parents, each parent can vote once, but no more than two parents can vote per household. If a parent has more than one child, they can only vote once. If a parent is also a faculty or staff member, they can only vote once. If an election contains ballots that are separate for parents and staff (or faculty) and a stakeholder is both a parent and a staff (or faculty) member, they will be assigned the faculty ballot as it maximizes their voting potential.

Intent

The intent of this document is to provide a procedure that ensures compliance with the spirit of the Stargate Bylaws and transparency concerning positions that are designated elected (Board and Committee).

Purpose

The purpose of this document is to informally describe Election Policies and Procedures. If there is overlap between this and the Stargate charter and/or By-Laws documentation, it is those documents that take precedence.

Not included in this document:

1. Voting procedures
2. Recruiting procedures
3. Ballot Assembly

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Rationale

Election Timing

The Board elections should take place in the spring, before the end of the school year. This enables the current Board members to serve out their terms until the end of the school year. Furthermore, it allows the replacement Board members to have the summer to organize elections for committee positions and time for the new members to get up to speed on Board policies, procedures, and open business.

The Committee elections should occur in the fall. This is designed to allow recruitment of new parent members of the school. Further, it will aid in the culture of inclusion that is a part of the Stargate environment. New members should be quickly introduced to the elected and volunteer positions available at Stargate. When planning elections, the Board should take into account the time frame required for planning and execution of each election, including any necessary time it may take for a run-off election. In addition, it is recommended that proposed changes in the Bylaws take place during the same period as spring elections.

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Election Dates

A defined nomination period shall occur and be complete before the election process begins. Election dates are determined by the Board. However, no election may commence any earlier than five (5) days after the close of nominations for positions being elected.

Election Committee

The Election Committee Chair will be appointed by the Board. The Chair of the Election Committee is responsible for assembling the remainder of the Election Committee and reporting to the Board the members of the Election Committee along with the status and results of the Election Process.

Election Process

The Election Committee shall manage each election per their Charter requirements. The Board Liaison to that committee shall ensure each candidate is qualified to hold the position.

Revision History

Version	Date	Description of revision
04	3/21/2018	Added option for electronic voting
03	11/16/2016	Added term clarification (removing former governance policy 1.5)
02	11/18/2015	Amended to clarify language and accommodate candidate ties
01	12/12/2012	Amended to hold spring elections for the board and fall elections for committees
00	2/9/2011	Approved