

SPECTRUM HIGH SCHOOL
School Board Election Procedures

Last Updated: December 22, 2016

Minnesota Statutes, section 124E.07 BOARD OF DIRECTORS.

Subd. 3. Membership criteria.

(a) The ongoing charter school board of directors shall have at least five nonrelated members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school. The board structure may include a majority of teachers under this paragraph or parents or community members, or it may have no clear majority. The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members. No charter school employees shall serve on the board other than teachers under clause (1). Contractors providing facilities, goods, or services to a charter school shall not serve on the board of directors of the charter school.

(b) An individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.

See Minnesota Statutes, section 124E.14 for information regarding conflict of interest, further guidance and updates.

I. COMMUNICATION OF BOARD ELECTION

- A. The Board will solicit candidates for open Board positions at least two months prior to the election.
- B. At least one month prior to the online election, information regarding candidates running for open Board positions will be sent to eligible voters.
- C. The same communication will include information on the timeline, process, and location for voting.

II. MASTER VOTER ELIGIBILITY LIST

A. Voter eligibility will be limited to:

- (a) Any natural, step or foster parent or any legal guardian of a student enrolled at Spectrum High School shall have one vote.
- (b) Any student currently enrolled at Spectrum High School who is 18 years of age or older on or by Election Day shall have one vote.

- (c) All paid Spectrum High School staff members employed at the school (at the time of the election), including teachers providing instruction under a cooperative, shall have one vote.
- (d) All Spectrum School Board members shall have one vote.
- (e) No one may have more than one vote.
- B.** A Master Voter Eligibility List shall be printed out 2 days prior to the date of the online ballot being sent to all eligible voters.
- C.** Any eligible voter that was either missed or became eligible since the printing of the Master List will have to register in person at the online voting station located at the polling location made available.

III. VOTING/ELECTION DAY

- A.** ELECTION JUDGES shall be at least three Board approved officials (individuals who are not running for any office and have no family member running for any office).
- B.** The Election shall be held in April on a date determined by the school board.
- C.** Voting shall be conducted via electronic means through a Board-approved program. An email message will be sent to all eligible voters (see Master Voter Eligibility List) which will include the link to participate in the election..
- D.** For eligible voters without an email address, as determined via a report to be pulled from the student database management system, an online polling location will be made available at each school building from 7:00 a.m. – 7:00 p.m. on election day.
- E.** At least one member of the Election Judges must ensure security of the polling location at all times on Election Day.
- F.** Eligibility of voters without an email address on the day of election will be determined by the Master Voter Eligibility List.
- G.** Election Judges will ask for a Driver's License, State Issued I.D. or other document as determined by the School Board as a method to establish eligibility (criteria listed in **Section I.A** above).
- H.**

IV. VERIFYING ELECTION RESULTS

- A.** Verification of election results will be done by the Board approved Election Judges. The Board approved Election Judge and/or their designee will secure the results of the election from the Board-approved online voting program.
- B.** The verification window will be from the close of the election and prior to 11:59 p.m. on the following Saturday.
- C.** In the event of a tie, a runoff election between the tied candidates will be held within two weeks.
- D.** After the election results have been retrieved, and the elected candidates determined, , the Master Voter Eligibility List will be maintained in a secure location for one year.

- E.** The School Board Chairperson will contact the Spectrum Executive Director with the results of the election. No tallies will be given until the results have been certified by the School Board.
- F.** The School Board Chairperson will call all candidates to inform them of the results (winners first), congratulate them, and remind them of the date for their first meeting.