

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

**215 BOARD MEMBER ELECTION**

**I. PURPOSE**

The purpose of this policy is to provide guidelines for conducting the annual election of board members, with the intent of ensuring a fair and transparent election process. Elections are conducted in accord with Metro Schools (METRO) Bylaws, as well as requirements outlined in Minnesota statutes 124E.

**II. GENERAL STATEMENT OF POLICY**

- A. The Board of Directors is composed of at least five (5) nonrelated members and no more than nine (9) members. The number of and seat type of active board seats is set by board action in accord with the METRO Bylaws. At least one member shall be parent or legal guardian of child enrolled in at METRO, and at least one member shall be an interested community member who is not employed by the charter school and does not have a child enrolled in the school, and at least one member shall be a licensed teacher employed at METRO.
- B. All board seats have term lengths of three years. Board seat terms are set and staggered by Board action in accord with the METRO Bylaws so that approximately 1/3 of the board members’ terms coincide for the annual election. The cycle of terms will continue even if members who fill a seat change during the term.
- C. A table or chart will be kept and accessible at Board meetings, derived from Board actions and records, of governance structure, the number of active seats on the Board, the number of the categories of community, parent, teacher and at-large members, and the staggering of member terms by year and month. These records will be used to track vacancies and preparations for elections each year.
- D. Elections for the Board of Directors shall be held annually in April or May, provided that open seats exist. Open seats exist when a currently held seat is vacated by resignation or removal, expiration of a board term, or when a seated board member is no longer eligible to hold their seat type because of changes in their affiliation with the school.
- E. Board Election Transition Plan. Board member seats and their respective association as parent, teacher or community will be preserved. Board member terms will be adjusted to establish alignment with Bylaws and policy term cycles as defined in Section II. B.

The following table defines the transition plan:

<b>Seat #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Current Member</b>	Abdulkadir Abdalla	Mohamed Khalif Gudaal	Mohamed Mohamoud	Vacant	Joe Covert	Osman Salah Samatar	Mohamed Warsame

<b>Affiliation</b>	Community	Parent	Community	Open	Teacher	Parent	Teacher
<b>Seated on</b>	11/11/2017	2/25/2018	11/18/2016		6/29/2018	11/18/2016	10/28/2016
<b>End of term</b>	Nov. 2019	*June '21	Nov. 2019		Jun. 2021	Nov. 2019	Oct. 2019
<b>Next Election Date</b>	May-19	May-21	May-19	May-19	May-21	May-19	May-19
<b>1st Term Cycle</b>	Nov '19 - Jun '22	July '21 - Jun '24	Nov '19 - Jun '23	Jun '19 - Jun '23	Jun '21 - Jun '24	Nov '19 - Jun '22	Nov '19 - Jun '22
<b>2nd Cycle Election Date</b>	May '22	May '24	May '23	May '23	May '24	May '22	May '22
<b>2nd Term Cycle</b>	Jul '22 - Jul '25	Jul '24 - Jul '27	Jul '23 - Jul '26	Jul '23 - Jul '26	Jul '24 - Jul '27	Jul '22 - Jul '25	Jul '22 - Jul '25
<b>3rd Cycle Election Date</b>	May '25	May '27	May '26	May '26	May '27	May '25	May '25
<b>3rd Term Cycle</b>	Jul '25 - Jul '28	Jul '27 - Jul '30	Jul '26 - Jul '29	Jul '26 - Jul '29	Jul '27 - Jul '30	Jul '25 - Jul '28	Jul '25 - Jul '28

\*Mr. Gudaal's term would need to be extended from its current term end of Feb '21 to June '21 by Board approval

### III. VOTING ELIGIBILITY

- A. All adult parents and legal guardians of students currently enrolled at METRO shall have one vote. Each student's mother and father or legal guardians have one vote, with a maximum of two voters per family;
- B. Each currently employed school employee has one vote.
- C. All people currently seated on the METRO Board of Directors shall have one vote.
- D. Currently means currently seated or enrolled at the time of the election
- E. No person may have more than one vote.

### IV. CANDIDATE RECRUITMENT

- A. The Board will appoint an ad hoc Election Committee prior to the election season in order to recruit, interview, evaluate and recommend candidates for board seats scheduled for the next election. At least one committee member must be a Board member. Using information gathered from the board during its annual self-review process, the Election Committee will develop a list of qualities needed in prospective board candidates, to be reviewed and approved by the Board.

- B. The Election Committee will review methods to verify individuals are qualified voters and update the methods as necessary for effectiveness and efficiency. Resources or personnel required to accomplish verification will be secured through the Board, Administration and volunteers.
- C. Two or three months before the election, the Election Committee will send out a communication to eligible voters about what board seats will be open at the next election, and what qualities are most needed in prospective candidates. The communication and other activities will promote this democratic process and event, inviting all to participate. This communication must also refer to potential conflicts of interest according to MN statute 124E.14, 317A, 123B.03, and other factors that would disqualify the candidate. Those interested in running for the board will be invited to submit information about themselves to a designated individual on the committee.
- D. Communication and information about how to run for the Board will be sent to the METRO mailing list, posted on the METRO website, posted at the school and sent home with students. The Board may approve other methods to recruit candidates.
- E. Notice of the election shall be sent to eligible voters at least thirty (30) days prior to the election/meeting date. The notice will include the location, date, and time ballots are due, methods for submitting ballots, seats open for the election and encouragement for broad participation.
- F. No later than ten (10) business days before the date of the election, all eligible voters shall be given the names, information submitted by board candidates, and procedures on how to vote. If voting is by paper ballot the ballots and envelopes will be included. If voting is electronic instructions for voting will be included.

#### V. VOTING PROCEDURE

- A. The election of board members shall take place at the annual meeting on a day that school is in session. The Board Agenda will include announcement of the end of voting and make time to tally ballots.
- B. Eligible voters wishing to vote in the election will receive a ballot after their voting eligibility is checked. The election ballot will include candidate names (listed in alphabetical order) for each seat type, space for write-in candidates, and instructions for how many choices to mark for each seat type.
- C. Board candidates will be given the opportunity to introduce themselves at the annual meeting.
- D. Write-in names will be allowed on the ballots.
- E. Ballots will be collected toward the end of the meeting, with a “last call” issued so that all ballots are collected.

#### VI. COUNTING PROCEDURE

- A. The Board will establish ballot counting procedures to ensure all ballots are received by eligible voters, the ballots are qualified or disqualified, impartiality will be followed so as to ensure fair votes, conducted by approved election judges.
- B. The candidate(s) with the highest number of votes will win.
- C. In the event of a tie for a board seat, the tie will be broken by a majority vote of the Board of Directors at the next regular board meeting. As part of making this decision, the board shall

consider the skills and experience of candidates relative to the current needs of the board.

- D. Final tallies for all candidates will be recorded on an Election Certification Report, which is signed by all election judges. The Certification Report is presented to the Board of Directors at the next regular board meeting. [A sample Election Certification Report is included as an addendum to this policy.]
- E. The election Ballots, Ballot Count Records, and Certification Report shall be kept on file in the school office for one year.

## VII. CANDIDATE NOTIFICATION

- A. The current board Chair (or whoever is participating as an election judge in place of the Chair due to a conflict) will call all candidates to inform them of the election results (winners first). This should take place as soon as practicable after the election is complete.
- B. Notification of election results will be sent by email to people on the school's general mailing list. This should take place as soon as practicable after all candidates have been notified individually of results.

*Legal References:* Minn. Stat. § 124E (Charter Schools)

*Cross References:* *Metro Schools Bylaws*