

# **Leman Academy of Excellence Election Policy**

## **Parker, CO**

The Bylaws of the Leman Classical School Board of Directors allows for 5 board seats: three of which are self-perpetuating and two of which are held by parents / guardians of current scholars at the school. The two seats (Seats D & E) held by parents are appointed by election of the school community. This policy dictates the manner and process by which Seats D and E are filled. Vacancies that may occur mid-term in Seats D & E are filled as directed by the LCS Bylaws.

The LCS Board will manage / oversee the election process. Should a current LCS Board Member decide to run for a subsequent term, he/she shall be precluded from the election oversight work; at no time will a candidate for a member-elected board position oversee any aspect of the election process.

The LCS Bylaws also specify eligibility for prospective board members. The following addition was made to the LCS Bylaws on October 15, 2019:

*“To qualify for election as a Leman Classical School Board Director for either Seat D or Seat E, a candidate must have served, at any time prior to selection, a full term on the School Accountability Committee or on the LCS Board of Directors.”*

### **Election Timeline**

The election shall take place on the last Tuesday of the school year. The currently seated Board of Directors has the authority to change this date by a majority vote.

**First Notice:** By February 28 of each year in which a board seat is open for election, notice of the election date must be made to the parent community in the Royal Review. Potential candidates are asked to submit a “self-nomination” that includes a brief letter of interest to the LCS Board that includes a bio, resume and reasons for interest in joining the LCS Board of Directors. Self-nominations are due no later than two week from the posted election date.

**Second Notice:** No fewer than one month prior to the election date, the LCS Board shall notify the school’s Members that one or more seats on the LCS Board will be filled by Member election.

1. The notice shall be provided by means of email communication as well as a posting on the Leman Academy of Excellence (Parker Campus) website.
2. The notice shall detail how many seats are up for election, the term length for each seat, and the effective beginning date of service.
3. The notice shall refer to the requirements for candidacy, as detailed in the section titled “Candidacy” of this policy of this policy.
4. The notice shall provide a statement that candidates must sign a “Candidate Intent & Acknowledgement” form prior to the election.

5. The notice shall provide contact information and a deadline by which individuals must submit their self-nomination.
6. The notice will provide a timeline with deadlines, ballot distribution, election date.

### **Campaigning for Election or Re-Election to the BOD**

1. The LCS Board shall publish, to the Members, a list of candidates and their self-nomination documents no later than 10 business days prior to the election.
2. The LCS Board may, at its sole discretion, 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)
3. 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. No negative campaigning directed at other candidates or specific individuals will be allowed. Candidates will not be allowed to do any campaigning to the children in any format. School database, mailing lists, directories, Facebook pages will not be used for campaigning. Any candidate who campaigns or solicits votes by any other method is subject to disqualification in the election, at the discretion of the LCS Board.

### **Eligible Voters**

Eligible voters are those Members of the “Parent Voting Group” as defined by the LCS Bylaws, which states: “Each parent or legal guardian of a child enrolled in the school shall be a member of the parent voting group. Such membership shall terminate automatically at the time such persons child is no longer enrolled in the school.”

Each eligible voter is allowed one vote per vacant seat on the LCS Board. No votes shall be counted from any Member who casts more votes than there are available seats.

### **Election Process**

1. The LCS Board shall make available to the Members an electronic “ballot” for casting their vote(s) for each seat available in the election.
  - i. The method shall be tested prior to the election date.
  - ii. Open Election Hours: Members shall have access to the electronic ballot for a minimum of 24 hours prior to 11:59pm (MST) on the date of the election. The election shall close at 11:59pm on the election date. Any vote cast prior to, or after, the Open Election will not be counted.
2. The LCS Board shall communicate to the Members the process(es), date(s) and time(s) by which Members may vote, 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.

3. 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.
4. Disqualified votes: Absentee votes will not be counted. Proxy votes will not be counted. No votes shall be counted from any Member 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.
5. Votes may not be rescinded. Once a vote is cast it cannot be changed nor deleted.
6. All votes shall be secret unless all candidates agree to forego secrecy.
7. The Members' vote(s) shall be collected in confidence by members of the LCS Board, and no one else.
8. The Members' vote(s) shall be tabulated in confidence by members of the LCS Board, and no one else.
9. A minimum of 20% of the members must participate in the election to ensure a quorum is met.
10. Upon closing of the election, the LCS Board shall tabulate the results. The candidate(s) receiving the most votes shall be elected as directors for the term defined by the LCS Bylaws. In the event of a tie vote for a seat, a second ballot will be cast with only tied candidates participating. Should a second tie occur, a result will be obtained by flipping a coin. The LCS Board shall certify the accuracy of the results prior to any announcements.
11. The LCS Board President, or his/her designee, shall contact the elected candidate(s), by phone and/or email, to notify him/her of the election results.
12. The LCS Board shall announce the certified election results to the Members following notification of the candidates
13. The newly elected director(s) shall be expected to attend the first regular meeting of the Board of Directors that is scheduled at the commencement of their term. In order to be seated to the Board of Directors, the candidate(s) must submit a signed copy of the "LCS Board Member Conduct & Ethics Policy" form to the currently seated Board of Directors no later than the first meeting of the new term.

### **Vacancies**

Vacancies of any seats on the Board of Directors which had previously been filled by Member election shall be filled in accordance with the LCS Bylaws.

### **Authority**

In the event this policy has conflicting language, the currently seated BOD has ultimate authority to determine an appropriate resolution and may subsequently modify this policy as needed.

Example Timeline for 2021:

On or before Feb 28th:

On or Before April 25<sup>th</sup>:

May 11<sup>th</sup>

May 14<sup>th</sup>

May 21<sup>st</sup>

May 25<sup>th</sup>

1<sup>st</sup> Notice published in the Royal Review

2<sup>nd</sup> Notice sent via Email & posted on the web site

Deadline for candidates to submit self-nominations

Candidates presented to the Parent Voting Group

Electronic ballots are provided

Voting ends at 11:59 p.m.