

Board Elections

Annual Elections

1. Notification of Annual Meeting

The annual meeting should be announced at least 15 days beforehand. Notification may include e-mail, school website, social media sites and school newsletter.

The annual meeting is an opportunity for the voting members to meet the candidates, but attendance at the annual meeting is not required to vote. The vote takes place by secret ballot. The annual meeting is a time for the Board to present the "state of the school" to the parents. This should be a valuable opportunity for the Board to engage and connect with the parents, review the financial state of the school, preview upcoming changes and future plans, etc.

2. Timing of the Annual Election

The annual election should occur before the end of the school year.

3. Election Schedule

- a. Call for nominations in March or early April.
- b. Close nominations in May.
- c. Publicize the annual meeting and election at least 15 days ahead of annual meeting.
- d. Distribute ballots.
- e. Set annual meeting for late May or early June, at least one week before school ends.
- f. Set deadline for receiving ballots approximately one week after annual meeting.
- g. Count votes within three to five days of the ballot deadline.
- h. Announce results before June board meeting.

4. The Election Ballot

The election ballots shall be sequentially numbered, paper ballots. They will be distributed directly to the voting members by U.S. mail or E-mail.

The written ballot will:

- a. Set forth each nominee or proposed action; and
- b. Provide an opportunity to vote for each vacant board position, and for or against each proposed action.

The ballots shall display the term of each position being filled. Usually, the positions coming up for election are for a two year term starting in June of the election year. However, there are sometimes positions that have been filled midyear, which must then be confirmed.

The ballot shall display any potential and actual conflicts of interest discovered during the nominations process. While these conflicts do not exclude a nominee from participation, they should be transparent to the voting members.

5. Counting the Ballots

Ballots shall be counted by a group consisting of committee members, at least one current board member, at least one parent and the school director or a staff member.

- a. First the sequentially numbered ballots shall be placed in numerical order to assure all ballots are valid. The total number shall be counted at least twice. Then the individual votes shall be counted three times, by three separate people, to assure an accurate count. A sample "Ballot Counting Certification" is attached.
- b. Even in an uncontested election, participation by a quorum is necessary to declare an official result. A quorum is 10 percent of the voting members, unless the election regards an amendment to the Articles or Bylaws, in which case 20 percent is a quorum.

6. Bylaws, Article III, Section 8. Quorum for Voting Membership Meetings. A quorum will consist of the presence, participation by conference call, or voting by mail, where that is allowed, of at least 10 percent of the voting members. However, a quorum of 20 percent of the voting members is required to approve any amendments to the Articles or Bylaws of The Community Roots School. Section 9. Decision-Making by Voting Members. The affirmative vote of at least a majority of the voting members present at or participating by phone, mail or e-mail in a properly called meeting for which a quorum has been achieved, is necessary and sufficient to make decisions or pass resolutions by the voting members

7. Announcing Election Results

The results shall be posted as soon as possible. They shall be announced in the next school newsletter and at the next board meeting, which will generally be in June when new board members are installed.

Special Elections

1. Who may call special meetings: A special meeting may be called by the Board chair, the Board or by a quorum of the voting members.
2. Purpose: Special elections are conducted at special meetings of the voting members. They are limited to a specific purpose, and are to address issues which should not wait until the next annual meeting. Issues include any power of the voting members which cannot wait until the next annual meeting, such as electing board members, removing board members, electing or removing voting members, amending the Bylaws or Articles or a matter on which the Board desires an advisory vote. Bylaws, Article III, Section 1. Powers and Purpose of Voting Members. Voting members have the

power to elect and also to remove the members of the Board of The Community Roots School, to elect and remove voting members and to vote on any amendments to the bylaws or articles which would alter the qualification, selection, removal, obligations, rights or powers of the voting members and to vote on any other matters properly put before them for an advisory vote by the Board. The voting members do not have the power to make binding or enforceable decisions on matters reserved for the Board, including adopting budgets, authorizing expenditures, setting policies or determining the organization's programs and activities.

3. Notification

Notice for a special meeting must be mailed by first class mail or e-mail, as directed by the individual voting member, at least seven days in advance of the meeting and must specify the purpose(s) for which the meeting is called. Only the business for which a special meeting is called may be considered at the meeting.

Attachments:

Sample Ballot Count Certification Sample Ballot

Ballot Count Certification Date _____

Total # of ballots _____

Sample

Community Roots School Board Ballot September 2011

Community Roots School is a public charter school. It is governed by a school board which is elected by the voting members of the school. The voting members are the parents of students of the school, and the current members of the board. If you have more than one child who is a student at the school, you get one ballot for each student. The correct number of ballots should be in your packet.

Note: the 3 open positions are uncontested (i.e., 3 candidates for 3 positions). It is still important that you vote for the election to be official. Please turn in your ballot by _____. Please give it to _____ (school director), _____ (Nominations and Elections Committee), or mail it to the school. Call 503.874.4107 if questions.

Board of Directors position, term 2011 - 2013

Please vote for up to 3 candidates by marking the box next to the name.

Candidate One

Description of qualifications and potential conflicts of interest.

Candidate Two

Description of qualifications and potential conflicts of interest.

Candidate Three

Description of qualifications and potential conflicts of interest.

Board of Directors position, term 2010 - 2012

Please vote for up to 1 candidate by marking the box next to the name.

Candidate Four

Description of qualifications and potential conflicts of interest.

END OF POLICY

Legal Reference(s):

[ORS 249.013](#)

[ORS 255.235](#)

[ORS 255.245](#)

[ORS 332.011](#)

[ORS 332.018](#)

[ORS 332.118 - 332.138](#)