

Menifee County High School (9-12)

Election of Teacher Members to SBDM

Election Committee – An election committee comprised of the three current SBDM teacher representatives shall be responsible for:

- verifying eligible teachers
- disseminating and receiving nomination forms
- processing and reporting results of nominations for election to the council
- disseminating election ballots
- counting votes and reporting results

If a member of the election committee is running for council in the upcoming year, a vote shall be done by the teachers to take that person's place on the election committee. This vote shall be done by March 1.

Nominations – Any teacher may nominate any teacher or him/herself. A nomination form with a list of all eligible teachers shall be disseminated (**hard copy in mailboxes and through email**) by the Election Committee to all teachers by the 2nd Wednesday in March. Nominations shall show the signature of the nominator and the nominated. Nominations must be turned in to an Election Committee member by 3:30 p.m. on the 4th Wednesday in March. It is up to the Election Committee to determine the collection of nomination forms.

Sample Ballot – The election committee shall then prepare a sample ballot that lists alphabetically the names of all those nominated, willing, and eligible to serve and distribute that sample ballot by e-mail as well as have a copy by the teacher sign-in sheet. This sample ballot should be available by the 4th Thursday in March.

***Any errors in the nomination process or on the sample ballot need to be reported by the 4th Friday in March. The Election Committee will then decide on whether nominations need to be reopened.

Absentee Ballot – Those teachers absent or scheduled out of the building the day of the vote may vote on the day **or within 7 days** prior to the election. Teachers shall be required to sign for their ballot, and all absentee ballots will be placed in the secured ballot **locked** box to be placed in the **records room located in the high school office** until the election. **Note: If there are multiple rounds of voting in order to determine majority, the absentee ballot vote will only count for the first round.**

Elections – **Teacher members will serve 3-year term. (see addendum)** Teacher members shall be elected in a process, which provides for a secret ballot on the 2nd Wednesday of April in a room designated by the Election Committee. The ballot shall be given to a teacher after signing the voter eligibility role to indicate that the

teacher received the ballot. Each teacher shall then vote and deposit the ballot in a ballot box in the voting area, and shall be secured until all ballots have been cast including absentee ballots. The Election Committee shall collect the ballots and count them in the room, announcing the results of the vote. Results should also be communicated to the school community by posting results on the district and school website and by e-mail. Anyone who received a majority (50% + 1) of all eligible voters shall serve as a Council member in the coming year.

In the Event of a Tie – If a tie occurs, a vote shall be taken again just with those individuals involved in the tie.

Procedure If A Majority Is Not Received – If one or more seats are not filled by a majority vote of all eligible voters on the first ballot, the person getting the smallest number of votes shall be removed from the ballot, and the teachers shall vote again for the number of persons needed to fill the remaining vacancies. Any person receiving a majority of eligible voters shall be deemed elected. This process of removing one name shall be repeated as often as necessary to elect candidates by majority to all open positions.

Note: There shall be no more than three (3) additional voting rounds conducted on that day. If more rounds are needed to reach a majority, they shall be conducted one week from that Wednesday in the same manner as the initial election. If a majority is not reached after three additional rounds of voting, the nomination process for the remaining vacancies will begin again with the Election Committee determining the timeline.

Vacancies Occurring During the Year – The Election Committee will follow the normal election procedures and develop a timeline to fill any vacancies.

The principal of the school is the custodian of the records of SBDM teacher elections and should store all election materials for three years.

***Review of teacher election procedures shall occur in September of each year by the teachers. Any changes made must receive a majority vote.

Addendum: Starting 2015-16

The terms for each candidate will be staggered to allow for only one member to be seated each year. To start the process SBDM members who will start the stagger will be:

Jeneen Sallaz – 1 year term 2015-16

Rick Adams – 2 year term 2015-16 and 2016-17

New member – 3 year term 2015-16, 2016-17, and 2017-18

Each newly voted teacher would have a 3-year term. If a member resigns or leaves the district than the newly voted member would serve out the term of the member they replaced.