

PROCEDURES FOR LEPCS ELECTIONS

Procedures shall be consistent with the bylaws of the LEPCS Board of Directors, sections 2.02, Elections, and 2.04, Vacancies.

Procedures

1. Elections are conducted by an Ad Hoc Elections Committee appointed by the Board. The elections committee is responsible for each of the elections for representatives from constituent groups—parents, teachers, and staff.
2. The election committee consists of at least three persons, one from each of the three constituent groups. If more than one election is being held concurrently, additional committee members may be appointed.
3. The elections process begins no later than 30 days before the effective date of the election of the Board member, normally May 1 for regular Board terms. Terms of office begin with the subsequent August Board meeting or August 31 if no meeting occurs. Current Board members remain in office until that date.
4. The elections committee establishes a schedule for the nominations and elections procedures. The schedule is strictly adhered to. The announcement of Board vacancies, the schedule for nominations and elections, and the call for nominations is posted on the website and in the newsletter. For parent elections, this information is sent home with students unless otherwise specified.
5. The elections committee prepares and distributes forms for the nomination of candidates from each constituency. Candidates may nominate themselves or another person. Members of the elections committee are eligible for nomination. The elections committee ascertains that all nominees are available and willing to serve. All nominations must be by hard copy or electronic format only.
6. Each nomination includes a brief summary of the nominee's qualifications for Board service such as education, work experience, connections with Lanikai School, etc. Nominations also include a brief statement by the candidate of his/her reasons for running and/or goals or visions for the school. This information is included on the election ballots.
7. All nominations are submitted to the designated member(s) of the election committee and maintained in a secure location in the school office until the close of nominations. Electronic nominations are printed and placed with other written nominations.

8. The elections committee prepares and distributes election ballots to each constituency based on the written nominations. Instructions and the deadline for completing and returning the ballot are included on the ballot.

To ensure against the duplication of ballots, each ballots within each constituency are numbered and randomly distributed. These numbers are checked when ballots are counted. No record is kept of which numbers go to which teachers, staff, or families. Ballots received with the number removed or destroyed will not be counted.

Each teacher, staff member, and Lanikai family receives one ballot. Teacher and staff ballots are distributed through the in-school mail system. Completed teacher and staff ballots are deposited in a locked ballot box in the school office. It is the responsibility of the office manager to ensure the security of the ballot box.

Parent ballots are distributed and returned as described below.

Option A

1. An independent entity selected by the board prints and numbers the required number of ballots and attaches an envelope addressed to the selected entity.
2. Printed ballots and envelopes are returned to the elections committee for distribution, one per family, and are sent home with the students.
3. Each family completes its ballot and mails it to the selected entity by the prescribed deadline.
4. The selected entity tallies the votes and submits to the elections committee a written report of the results for all nominees. The entity places all ballots in a sealed envelope and delivers them to the elections committee for placement in the secure file of the Board.
5. The elections committee reports the results of the parent election simultaneously with the results of the teacher and staff elections.

Note. It is the intention of the Board that the services of an independent entity be secured at no or low cost, not to exceed \$2500, as a public service to the school. Advantages of using an independent entity include: the validity of the ballots is secure; the validity of the count of the votes is assured; the ease and anonymity of mailing the ballots may encourage a higher level of parent participation.

Option B

1. If the services of an independent entity are not feasible, this role is assumed by the elections committee.
2. The elections committee prints ballots and attaches a stamped, numbered envelope addressed to the chair of the elections committee at the school address.
3. The ballots with attached envelopes are distributed to each family and are sent home with the students.
4. When returned, sealed envelopes containing ballots are placed by the office manager in a locked and secure location.
5. Parent ballots are tallied by the elections committee or a subgroup thereof at a public meeting in conjunction with the tally of the teacher and staff ballots on the appointed date. Results are reported at the meeting by the elections committee.

On the scheduled date the ballots for each election are counted in a public meeting at the school by at least three members of the election committee. However, no candidate who is a member of the elections committee may participate in the counting. In this case, the election committee appoints alternate vote counters.

The results of the election(s) are announced to the school community forthwith.

Vacancies for Unexpired Terms

Elections to fill vacancies for unexpired terms of constituent Board members are carried out in accordance with the procedures above. Winners are appointed by the current board in keeping with Section 2.04 of the bylaws. However, if there has been a Board election within 90 days of the beginning of the unexpired term, the Board may appoint the runner-up in that election to fill an unexpired term if the difference between the number of votes cast for the winner and the number of votes cast for the runner-up is 10 percent or less of the total number of votes cast. The term of the newly appointed director begins on the date that the position is vacated by the prior director.

Final Report

Within 10 working days of the completion of elections, the elections committee submits to the Board a written report of all elections including the names of all candidates and the number of votes received. All ballots are placed in a sealed envelope signed by the Board secretary and placed in the secure files of the Board.

Approved by the Board of Directors, October 21, 2009.