

Veterans Park Elementary

TEACHER ELECTION PROCEDURES

Teacher representatives to the council are elected by the teachers, following these election procedures set by the teachers.

TEACHER ELECTION CHAIRS

By the May faculty meeting, the teachers present should select two Teacher Election Chairs from among the teachers who do not intend to run for the council that year. Teachers should be told that the selected chairs will be totally responsible for running the election and that the election must be held by June 1.. The current teacher council members should give the names of the teachers selected to be Election Chairs to the council no later than the May council meeting. The names should be recorded in the minutes.

PREPARING FOR THE ELECTION

- A. Election Chairs should notify the teachers that by May 1st any teacher who is willing and able to run should give them a signed letter of intent simply saying they want to run.

The notice *should* include the deadline for turning in the letter of intent, and *could* include the following information:

By law, teacher council members must hold a position at the school that requires a state certificate but not the position of principal, assistant principal, or head teacher, and they must be elected by a majority of the teachers.

A teacher who has never served on a council before will be considered a new member and must obtain 6 hours of training no later than 30 days after the start of his or her term.

A teacher who has previously served on any school council will be considered an experienced member and must receive 3 hours of training no later than 120 days after the start of his or her term.

Elected council members should plan to attend all regularly scheduled council meetings as well as any special called meetings.

- B. Election Chairs should set the date, time, and place for the election as soon as possible to give teachers ample notice. The Election Chairs should notify teachers of the upcoming election and post signs to remind them of the particulars. For example, a sign could read:

Notification of Elections for SBDM Teacher Representatives. The election will be held on (date) at (time) in the (place).

At least five school days before the scheduled election, the Election Chairs should prepare a sample ballot that includes the following:

1. The date, time, and place of the election.
2. An alphabetical list of the teachers who are running for election.
3. A reminder that attendance by everyone is important since a teacher must have a majority vote of the teachers in the school to be elected.

THE ELECTION

- A. Each teacher who comes to the election meeting should be given a ballot listing the same names as those on the sample ballot. They should be told to vote for the number of seats that are vacant.
- B. Election Chairs should collect the ballots and count them in the room announcing the results before the teachers adjourn. Any person receiving a majority vote on this ballot will serve as a council member in the coming year.
- C. If not enough candidates receive majority votes then a run-off election should be held to fill the remaining council seats. This should be done during this same election meeting. The Election Chairs should remove from the ballot the name of any person already elected with a majority vote and the

name of the person who received the fewest votes. Using this amended ballot, the teachers should vote again for the number of persons needed to fill the remaining vacancies. Any person receiving a majority of votes should be deemed elected. This process of removing the bottom vote-getter should be repeated as many times as necessary to elect candidates by majority to all open positions.