



PALISADES CHARTER HIGH SCHOOL

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Board of Trustees Election Policies

Revised May 2024

RESPONSIBILITIES OF ELECTION COMMITTEE

- The Election Committee is responsible for drafting voting guidelines with Board approval per the PCHS Charter. The committee will be guided by the intention to ensure the election is fair and represents the desires of the electorate. The committee will follow the Charter guidelines for elections and for filling appropriate seats each election. The committee provides transparent communication in elections.

BOARD TRUSTEE ELIGIBILITY

- The Election Committee will verify the eligibility of candidates for all seats and verify that they are running for the proper Trustee category. Specific information about eligibility for each seat is in the Board's bylaws.
- The Election Committee will use PCHS internal staff to verify if candidates are non-interested as outlined in the Charter as applicable.

VOTER QUALIFICATIONS

- Parental voting will be one vote per legal guardian of a PCHS student (one vote per parent/guardian, not per child) in Board elections.
- Parents register to vote in Board elections just one time if software permits. Optimally, parent voter registration should be combined with the student's registration at PCHS. To ensure voter eligibility, PCHS Election Committee will use internal PCHS staff to verify that a parent has a student who is actively enrolled at PCHS.
- The committee will ensure employee voting is as inclusive as possible by verifying employee classifications regarding certificated, classified and administrative/management employees with Human Resources.



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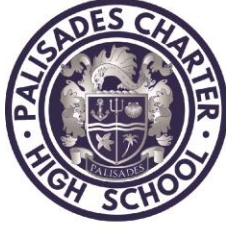
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ELECTION PROCESS & PROCEDURES

- The window for accepting applicants will open 2 weeks prior to ASB elections to allow possible extended application deadlines/candidate vetting. The election will run concurrently with ASB elections to help ensure student engagement.
- If there is not an applicant for 1 open Board of Trustees seat, the election will proceed as scheduled and a Special Election will be held to fill the empty seat. If there are not applicants for 2 or more Board of Trustees seats at the application deadline, the application deadline will be extended for all open Board of Trustees positions using a timeline determined by the Election Committee.
- The Election Committee will create an informational document to explain Board Trustee roles and responsibilities for both candidates and for voters to be sent out prior to elections.
- Electronic balloting will be used for all elections.
- The Election Committee will ensure that accessibility is provided for voters who may not have access to a computer and/or internet. The Election Committee will email all school employees eligible to vote regarding upcoming elections and information about voting processes. The Human Resources Assistant or other designee may facilitate the voting process as needed for these individuals.
- Each constituent group (parent, student, faculty, administrative/management) will have a 25% weighted vote in the PCHS Community Board of Trustees election.
- Use of PCHS personnel time and the PCHS campus to advocate for a candidate is prohibited during school hours. In addition, school resources, or school email accounts may not be used by any entity to endorse any candidate.
- The use of PCHS parent organizations or groups to endorse or advocate for any candidate is prohibited.
- Election improprieties are investigated by the committee with a recommended resolution made to the Board of Trustees.

ELECTION RESULTS:

- The Board can decline to certify an election if a candidate has violated election laws or PCHS policies.



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- Abstentions will not be counted (per Robert's Rules).
- If no candidate receives 50% plus 1 of the votes, runoff elections will be held for the two candidates with highest number of votes.
- Election results will be announced as follows:
 - At an Election Committee meeting
 - Posted on the website.
 - Posted physically on campus within 24 hours of the Election Committee meeting announcement.

FORMAL COMPLAINT AND RESOLUTION PROCESS:

Complaints will go to the Election Committee Chair. A written complaint must be made within two weeks of the publication of election results. Complaints not made within the two-week time frame will not be considered by the Election Committee. In the event the complainant does not find the resolution through the Election Committee, the complainant can appeal to the PCHS Board of Trustees.