



Board of Trustees Election Policies

Revisions Approved 2/16/16

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 will ensure employee candidates are running in the proper category by verifying employee classifications regarding certificated, classified and administrative/management employees with Human Resources. Specific information about eligibility for each seat is in the Board's bylaws.

ELECTION PROCESS & PROCEDURES:

- Instructional time, school resources, classrooms, or school email accounts may not be used by any entity to endorse any candidate.
- 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 computer and/or Internet. The administration office staff may facilitate this process.
- 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.

STRUCTURE OF CANDIDATE FORUMS:

- The Election Committee will facilitate one general forum for all candidates at a time and place to be announced. Forum will be filmed and posted to PCHS website (technology permitting).
- The Election Committee will neither monitor nor endorse online discussions not created by the committee.



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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 will use internal 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.

ELECTION RESULTS:

- The Board can decline to certify an election if a candidate has violated election laws or PCHS policies.
- Abstentions will not be counted (per Robert's Rules).
- If no candidate receives 50% plus 1 of the vote, runoff elections will be held for the two candidates with highest number of votes.
- Election results will be announced as follows:
 - 1) At an Election Committee meeting
 - 2) Posted on the website
 - 3) 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.