



Stargate School

Special Session: Election Policy

Published on September 10, 2026 at 11:09 AM MDT

Date and Time

Saturday September 12, 2026 at 9:30 AM MDT

Location

In person @ Secondary Library

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:30 AM
A. Call the Meeting to Order		Lindsey Paquette	
B. Roll Call		Lindsey Paquette	
C. Reading of Stargate Mission		Any Board member	1 m
A volunteer from the Board reads the Stargate Mission:			
Stargate School will provide a differentiated program designed specifically to meet the needs of identified intellectually gifted learners in order to challenge each student's academic abilities, support their unique emotional needs, promote individual character development and encourage a life-long love of learning.			
II. Approve Agenda Items			9:31 AM

	Purpose	Presenter	Time
A.	Approve Agenda for September 12, 2026 Special Session: Election Policy	Vote	Lindsey Paquette
			1 m
III.	Action Items (Discuss & Vote)		9:32 AM
The Board will use this time to address items requiring discussion and/or voting where Board approval is required. The Board may deem it necessary to engage in further discussion of an item before voting. Alternatively, votes may also be taken immediately on items that have been discussed at previous meetings or earlier in this meeting's agenda.			
A.	Second Reading of Policy 1.6 Election Policy_Revision 8.2026	Vote	Lauren Steele
	1.6 Election Policy_Revision 8.2026		1 m
IV.	Closing Items		9:33 AM
A.	Adjourn Meeting	Vote	Lindsey Paquette
	Motion and vote to officially adjourn required only if meeting is concluding earlier than published agenda.		

Coversheet

Second Reading of Policy 1.6 Election Policy_Revision 8.2026

Section:	III. Action Items (Discuss & Vote)
Item:	A. Second Reading of Policy 1.6 Election Policy_Revision 8.2026
Purpose:	Vote
Submitted by:	
Related Material:	1.6 Election Policy_Draft Revision 8.2026.pdf



STARGATE SCHOOL GOVERNANCE

Board Policy: 1.0 Governance	Election
Revision No: 098 Review Schedule: Annually – Board of Directors	Document Number: 1.6 Adopted: 2/9/2011 Date Last Revised: 8/25/20265

1.6 Election Policy

POLICY

General Election Policy

Stargate Charter School will hold two (2) elections each year. One election for the Governance Board of Directors (Board) shall be held in the spring, and a second election for the elected positions on the School Accountability Committee (SAC) shall be held in the fall.

Board member terms begin at the first meeting of the Board held after June 30th per the Stargate School Bylaws. School Accountability Committee terms begin and end at the first SAC meeting following the fall election.

Director Elections

Section 5.3.8 of the Stargate School Bylaws state: "Directors will serve rotating terms such that the term of at least one Parent Director will expire each year. Elections for Parent Directors shall be held annually in the month of May. Each Parent Member and each Staff Member, as defined in Article IV, shall have one vote per vacancy or issue to be voted upon. No family shall have more than two votes per vacancy. Staff Members who are also Parent Members shall have one vote per vacancy. The candidate(s) or issue(s) receiving the greatest number of votes is deemed elected or passed. Parent Directors shall be elected by Parent and Staff Members at the annual election as per the election policy."

Stakeholders

Section 4.1 of the Stargate School Bylaws states: "There are two classes of Members of the School. Each parent or legal guardian of a child enrolled at the School will be a "Parent Member" of the School and each full-time employee of the faculty or administration of the School will be a "Staff Member."

Membership as a Parent Member will terminate when the person no longer has a child enrolled at the School. For purposes of these Bylaws, a child is considered enrolled at the School until the first day of attendance at a different school. Membership as a Staff Member will terminate when the person's employment by the School terminates. The date of record for membership shall be twenty [calendar] days prior to any action requiring a count or vote of the members."

Eligible Voters

Parents Members are eligible to vote when their child has been registered as a student and attended the school for 20 calendar days. If a student has a split household or multiple caretakers, up to two parents/guardians can vote per student, and if there is any dispute between more adult caretakers as to



STARGATE SCHOOL GOVERNANCE

which individuals are entitled to vote, the adults who have legal parental rights shall have priority. If a Parent Member has more than one child, they can only vote once for each position up for election.

Staff Members are eligible to vote 20 calendar days after their start date and are no longer eligible to vote when their employment is terminated. As specified in the bylaws, part-time staff members are not eligible to vote.

If a member is both a Parent Member and Staff Member, they are eligible for one vote only in the Board election for each director position up for election. Because there are separate elections for Parent Members and Staff Members of the School Accountability Committee, dual members may participate in both parent and staff SAC elections, if they meet the requirements for each at the time of the election.

Eligible Candidates

Parent Members are eligible to become a candidate in the Governance Board and/or SAC elections when their child has attended the school for 20 calendar days.

Staff members are eligible to become a candidate in the staff SAC election 20 calendar days after their start date.

Candidate eligibility is contingent on a national criminal background check (see Stargate Bylaws Section 5.3.6 for terms of disqualification) initiated by a Board member as soon as possible after candidate application. Candidates who have submitted all information required for candidacy, including background check inputs and authorization, are presumed, in good faith, to be eligible for placement on the ballot unless the Election Committee receives information before finalizing the ballot that makes the candidate ineligible.

Withdrawal of Candidates during the Election Cycle

If a candidate withdraws from the election for any reason after elections have opened, the candidate's name will remain on the ballot. The community will be notified as soon as possible of the candidate's withdrawal. Any votes directed toward that candidate will be discarded.

Candidate Shortfall

~~In the event that there are not enough candidates for open Governance Board of Director positions, an election will still occur. The vetted candidates will appear on the election ballot. The candidates on the ballot will be "elected" if they receive one or more votes. This policy will ensure that the Director positions are filled by election and not appointment where possible, abiding by the spirit of the Bylaws. If there are remaining open Director positions after an election, any additional vacancies shall be handled as provided under "Open Positions" below.~~

In the event that the number of Board candidates is the same as or fewer than the number of seats available for an election, the election will be considered "uncontested" and vetted candidates will be declared "elected". If there are remaining open positions after an election, they will be filled by appointment of the Board/Committee until the following June 30th.

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Should there not be enough candidates for open elected committee positions (i.e. a committee needs 3 new elected members, and only 2 candidates to run), the vetted candidates will be considered "deemed elected"



STARGATE SCHOOL GOVERNANCE

and no election is necessary, and any additional vacancies shall be handled as provided under “Open Positions” below.

Determining the Election Winners

All voting will be completed via a secure online voting tool managed by the Election Committee. The candidate(s) with the highest number of votes wins. A run-off election will be initiated when two or more candidates each have the same number of votes for the last open position (i.e. the 3rd of 3 open positions). When a run-off election is required, it will be performed as soon as possible, with notice to the community; and voting will be open for the same amount of time as the original election. Should the run-off election result in another tie, a coin toss will determine the winner. Present at the coin-toss shall be the individuals who are tied for votes, the Executive Director(s), a designated Election Committee member and at least one current Board member.

Open Positions

If a Director position becomes vacant outside of an election nomination period, the Board will appoint a replacement Director. The appointed Director’s term will end June 30th following the election to fill that position.

Should a vacancy occur of an elected member of the SAC committee or an insufficient number of candidates exist, the vacancy shall be filled within sixty days by a majority vote of the combined members of the Committee and the Board, unless the vacancy occurs within 120 days of the next election. The newly selected member shall hold the position until the first SAC meeting following the fall election, at which point the seat shall be filled via the election process.

Terms

In the event there are multiple terms available for the same elected positions, the elected members would decide among themselves who would serve each term. If no decision is reached by those elected, a coin toss will determine who will take which term prior to being sworn in. Present at the coin-toss shall be the elected individuals, the Executive Director(s), a designated Election Committee member, and at least one current Board member.

Electronic Voting

To vote electronically, parent stakeholders must have a unique, valid, and current email address registered with Infinite Campus at least 20 days prior to the election in which they are to vote. Stargate Staff stakeholders must have a unique, valid, and current email address registered with the Stargate office at least 20 days prior to the election in which they are to vote. To abide by the “date of record for membership” definition in the bylaws, distribution lists for ballots will be prepared 20 days before the election begins. If the 20th day before the election falls on a weekend, the distribution list will be prepared the business day immediately prior to that weekend.

The Election Committee will validate emails using test emails or other email validation tools prior to the election. However, it is the stakeholders’ responsibility to ensure that their Primary email is unique, valid, current, correct, and registered in Infinite Campus. Email addresses cannot be shared among voting stakeholders. In the event parents/guardians share an email address, only one ballot will be sent and



STARGATE SCHOOL

GOVERNANCE

recorded. Paper ballots will not be issued for voting, but access to a school computer will be available for those that are unable to vote electronically.

INTENT

The intent of this document is to provide a procedure that ensures compliance with the spirit of the Stargate Bylaws and transparency concerning positions that are designated to be elected (Board and Committee).

PURPOSE

The purpose of this document is to describe Election Policies and Procedures. If there is a conflict between this election Policy and the Stargate Charter Contract or the Bylaws, those documents shall take precedence.

RATIONALE

Election Timing

As specified in Section 5.2.8 of the Bylaws, "Elections for Parent Directors shall be held annually in the month of May."

The School Accountability Committee elections should occur in the fall. This is designed to allow recruitment of new parent members of the school.

Election Dates

A defined nomination period shall occur and be complete before the election process begins. Election dates are determined by the Board based on parameters specified in the Bylaws. However, no election may commence any earlier than five (5) days after the close of nominations for positions being elected.

When determining the nomination and election periods, Board members will use an election date planning document to ensure timing adheres to Bylaw specifications and meeting schedules.

ELECTION COMMITTEE

The Election Committee Chair will be appointed by the Board. The Chair of the Election Committee is responsible for assembling the remainder of the Election Committee and reporting to the Board the members of the Election Committee along with the status and results of the election process.

Election Process

The Election Committee shall manage each election per the Election Committee Charter requirements.

Not included in this document:

1. Voting procedures
2. Recruiting procedures
3. Ballot Assembly

Revision History



STARGATE SCHOOL

GOVERNANCE

Version	Date	Description of revision
09	8/26/2026	Updated procedure when number of candidates is the same or less than number of open seats to not require an election.
08	8/25/2025	Updated with additional detail around background check process and candidate eligibility. Aligned timing of nomination and election with Bylaws.
07	8/14/2024	Reviewed by legal counsel; clarified terms and voter eligibility, updated references, aligned with bylaws
06	8/10/2022	Clarified definitions and provided references to bylaws
05	12/9/2020	Updated for formatting & updated SAC election from Bylaws
04	3/21/2018	Added option for electronic voting
03	11/16/2016	Added term clarification (removing former governance policy 1.5)
02	11/18/2015	Amended to clarify language and accommodate candidate ties
01	12/12/2012	Amended to hold spring elections for the board and fall elections for committees
00	2/9/2011	Approved

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