



## **Board of Directors Election Procedure**

### **(1) Voter Registration**

Section 1.10. An Eligible Voter is defined as a parent or legal guardian of a child enrolled at Georgetown Community School (GCS), or a staff member of GCS. One eligible voter receives one vote, per GCS bylaws and Articles of Incorporation.

Section 1.11. Voter registration forms shall be distributed to the Eligible Voters each year by the Election Committee, and shall be made available to any potential Voter upon request. Completed voter registration forms shall be retained in school records for three (3) years after the election.

Section 1.12. Voter Registration will be completed at least fourteen (14) calendar days prior to the election based on verified data from the completed registration forms. Only Registered Voters may cast ballots in the election of GCS Board of Directors.

### **(2) Election Committee**

Section 2.10. An Election Committee shall be appointed by the Board of Directors no later than February 15th of each year to oversee the election and to ensure that this Election Procedure is properly followed.

Section 2.11. The Election Committee shall consist of no less than three (3) and no more than five (5) members appointed by the GCS Board of Directors during a regular or special meeting. Members may consist of parents/legal guardians, staff, and one board member whose term is not expiring.

Section 2.12. The Election Committee shall select a member to serve as their Chairperson.

Section 2.13. The Election Committee shall be released from their duties after the new Director(s) has/have been seated and all Contesting Election Petitions have been resolved.

### **(3) Election Process**

Section 3.10. The GCS Election Committee shall be the adopt an election schedule. The election schedule shall be posted on the school website within one week of adoption.

Section 3.11. The election schedule shall include a public forum during which Voters may meet the candidates at least five (5) days prior but not more than fifteen (15) days prior to the election.

Section 3.12. The GCS Administrator or his/her designee shall provide a list of the Eligible Voters to the Election Committee no less than thirty (30) calendar days prior to opening of the voting process.

Section 3.13. Notices

- (a) The GCS Administrator shall be responsible to ensure that all notices required pursuant to this Election Process are properly posted.
- (b) Notice of the election shall be made through the electronic communication system, student flyer, and published on the school's official web site at least thirty (30) days prior to the opening of the voting process.
- (c) Notices shall be repeated weekly throughout the election process.
- (d) Additional notices may be required at the discretion of the Election Committee.
- (e) Notices shall include, at a minimum:
  - 1. All procedural deadlines.
  - 2. Candidacy requirements or listing of the declared candidates.
  - 3. Schedule of proposed election activities and voting opportunities.
  - 4. Web address for school election details.

Section 3.14. Candidate biographies shall be published on the school website and be made available for public viewing at the school at least fifteen (15) days prior to the opening of the election process, and shall be made available during the public forum.

Section 3.15. The public forum shall be scheduled in Georgetown, Colorado. Each candidate shall be provided an equal amount of time to address the Voters at the forum. The forum will be conducted by the Election Committee.

Section 3.16. The promotion of candidates by the candidate or other Voters is allowed provided that:

- (a) School instruction is not interrupted and the dropping off and picking up of students is not hindered;
- (b) Promotional materials are placed on school grounds only in approved locations as determined by the GCS Administrator, ensuring equal access for all candidates.
- (c) No school funds are used for the promotion of individual candidates.

Section 3.17. The Ballot will be made electronically, and election committee members may view the electronic ballot no less than five (5) days prior to the opening of the voting process. The Ballot will be designed so voters may vote up to the maximum number of open board positions.

Section 3.18. Voting will be made available via an electronic software program, such as ElectionRunner, approved by the election committee. The voting process will ensure anonymity and eligibility of the voter. Realizing that unusual circumstances may arise that preclude normal electronic voting, the following two provisions may be allowed:

- (a) Persons unable to vote using the expected electronic procedure may obtain voting assistance at the school from the election committee or their designee;

- (b) In the event that electronic voting is deemed not possible, a special exception to use a paper ballot may be granted under the supervision of the election committee.

Section 3.19. Voting shall start and stop at times and dates during the month of April determined by the Election Committee.

Section 3.20. Once voting has officially closed, the vote count shall be verified by no fewer than three (3) Election Committee Members. The results shall be revealed by the Election Committee not more than twenty-four (24) hours following the close of voting. The results shall be posted on the school website within forty-eight (48) hours.

Section 3.21. In the event of a tie vote for a position, a second ballot will be cast for that position only, with only the tied candidates participating. Should a second tie occur, a result will be obtained by flipping a coin.

#### **(4) Candidates**

Section 4.10. Any natural person at least eighteen years of age and residing in Clear Creek County, who is not an employee of GCS, may be a Candidate.

Section 4.11. Candidates, including incumbents, must declare their candidacy in writing and submit biographies and platform statements to the Election Committee no less than twenty (20) days prior to the opening of the voting process in order to be included on the ballot.

Section 4.12. Candidate biographies and platform statements, which may not exceed one side of an 8.5 x 11 single sheet of paper, shall be published on the school website no less than fifteen (15) days prior to the opening of the voting process. A single photograph of the candidate may be included but no extra space will be permitted. The Election Committee shall be responsible for publishing.

#### **(5) Contesting Election Results**

Section 5.10. Voters may contest Election results by submitting a Contesting Election Petition to the Election Committee Chairperson and the Board of Directors Chairperson (President) within three (3) business days following the announcement of election results.

Section 5.11. In order to be considered, the Contesting Election Petition must:

- (a) Be signed by a minimum of 10% of the Eligible Voters; and
- (b) State specific reasons for objecting to the posted results.

Section 5.12. If a valid Contesting Election Petition is filed, the Election Committee shall:

- (a) Schedule, announce, and hold a community meeting to discuss the issues within ten (10) business days;
- (b) Investigate the issues stated in the Contesting Election Petition; and
- (c) Adopt and present findings and recommendations to the GCS Board of Directors, which may include:
  - 1. A finding of no validity;

2. A finding of validity insignificant to the outcome of the election, thereby requiring no action; or
3. A finding of validity significant to the outcome of the election, thereby requiring the results to be set aside and a new election to be held.

Section 5.13. In the event that the results are set aside, the Election Committee shall adopt and present an expedited election schedule to the Board of Directors for approval. The Director(s) seated prior to the election shall be reseated until a new election is completed.

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