

Election Procedure for Parent Representatives of the TCSA Board of Directors.

NOMINATION PROCESS

- A.) All nominees for the two parent board positions must have students currently enrolled at Tangi Academy.
- B.) In accordance with state law, no board member shall be an employee of the school or the school district.
- C.) Nominations will be made at the board meeting prior to the meeting at which the election will be held.
- D.) Every parent must be nominated and receive a second to be placed on the ballot.
- E.) Each nominee may only be nominated for either the upper or lower grade levels. No person shall be permitted to be nominated for both the lower and upper grade levels during the same election period.
- F.) All nominees must agree to be nominated, serve on the Board, and comply with all legal requirements for serving on a public board.
- G.) Nominees who agree to the nomination may not withdraw from the election until after the final vote tally is complete.

PRE-VOTING PROCEDURES

- A.) Prior to the casting of the ballots each nominee shall be given the opportunity to address the public at the board meeting in which the ballots will be cast.
- B.) The nominees shall be given a maximum of 3 minutes and a minimum of 1 minute to address the voters.
- C.) Each nominee will be given equal time.
- D.) The time limit will be determined by the board parliamentarian based on the number of nominees on the ballot.

VOTING PROCEDURES

- A. One ballot sheet, one signature card, one Privacy Envelope and one Voting Envelope will make up a 'Ballot'.
- B. One ballot should be sent for each voter (i.e. two ballots for two students).
- C. Ballots will be distributed at the board meeting in which the vote will occur.
- D. Voting instructions will be posted 72 hours prior to the vote.
 - 1. A custodial parent shall cast the ballot.
 - 2. Mark your choices on the ballot with a pen.
 - 3. Insert your ballot into the Privacy Envelope and seal it.

4. Print your name and the students name on the signature card and elector shall sign it.
 5. Hand the signature verification form to the election official.
 6. The election official shall verify the signature. After verification, the signature card shall be placed in the signature card box.
 7. After verification of the signature and marking of the voting record the elector shall place the sealed ballot envelope into the ballot box.
- E. All returned signature cards and ballots shall be kept in a secure location on school grounds for a minimum period of 60 days.
- F. The ballots will be counted in public at the board meeting in which they were cast.
- G. The winner must receive a majority of the ballots cast.
- H. In the event no nominee receives a majority of the votes cast there shall be a runoff between the two nominees receiving the most votes.
- I. Any runoff election shall use the same procedures outlined in parts A-H.
- J. In the event the runoff is a tie, a coin toss shall determine the winner.