

Policy Number: 518

Adopted: 2.21.25

Revised:

# **MIDWAY STAR ACADEMY BOARD MEMBER ELECTION POLICY**

## **I. PURPOSE**

The purpose of this policy is to provide guidelines for conducting the annual election of board members, with the intent of ensuring a fair and transparent election process. Elections are conducted in accord with Midway Star Academy (Midway Star Academy) Bylaws, as well as requirements outlined in Minnesota statutes 124E.

## **II. GENERAL STATEMENT OF POLICY**

- A. The Board of Directors is composed of at least five (5) nonrelated members and no more than nine (9) members. The number of and seat type of active board seats is set by board action in accord with the Midway Star Academy Bylaws. At least one member shall be parent or legal guardian of child enrolled in at Midway Star Academy, and at least one member shall be an interested community member who is not employed by the charter school and does not have a child enrolled in the school, and at least one member shall be a licensed teacher employed at Midway Star Academy.
- B. Terms of the members of the Board will be staggered so that three (or if there are more than five Board members, a number constituting the majority) of the Board members' terms will expire in three years, and two (or the remaining minority) Board members' terms will expire in two years.
- C. A table or chart will be kept and accessible at Board meetings, derived from Board actions and records, of governance structure, the number of active seats on the Board, the number of the categories of community, parent, teacher and at-large members, and the staggering of member terms by year and month. These records will be used to track vacancies and preparations for elections each year.
- D. Elections for the Board of Directors shall be held before the end of each school year, at approximately the same date of the previous Annual Election, though it shall not be necessary for the date to be exact. The Board may use reasonable discretion in determining the exact date of an Annual Election, The Board must hold an election in a manner that the Board sees fit to determine which candidates will be elected to the Board. Open seats exist when a currently held seat is vacated by resignation or removal, expiration of a board term, or when a seated board member is no longer eligible to hold their seat type because of changes in their affiliation with the school.
- E. Board Election Transition Plan. Board member seats and their respective association as parent, teacher or community will be preserved. Board member terms will be adjusted to establish alignment with Bylaws and policy term cycles as defined in Section II. B.

## **III. VOTING ELIGIBILITY**

- A. All adult parents and legal guardians of students currently enrolled at Midway Star Academy shall have one vote. Each student's mother and father or legal guardians have one vote, with a maximum of two voters per family;
- B. Each currently employed school employee has one vote.

- C. All people currently seated on the Midway Star Academy Board of Directors shall have one vote.
- D. Currently means currently seated or enrolled at the time of the election
- E. No person may have more than one vote.

#### **IV. CANDIDATE RECRUITMENT**

- A. Notice of the election shall be sent to eligible voters at least thirty (30) days prior to the election/meeting date. The notice will include the location, date, and time ballots are due, methods for submitting ballots, seats open for the election and encouragement for broad participation.
- B. No later than ten (10) business days before the date of the election, all eligible voters shall be given the names, information submitted by board candidates, and procedures on how to vote. If voting is by paper ballot the ballots and envelopes will be included. If voting is electronic, instructions for voting will be included.

#### **V. VOTING PROCEDURE**

- A. Committee/Nominating Committee must nominate at least one candidate for each seat on the Board held by a director whose term will expire during that school year. The committee must submit its nominations to the Board in writing on or before May 15 of each fiscal year (extension of these dates for FY 2020 elections permitted). The Board of Directors must accept the nominations, but a qualified voting person may nominate additional candidates as well.
- B. On or before June 15 on a day in which the Academy conducts full day sessions, the Board must hold an election in a manner that the Board sees fit to determine which candidates will be elected to the Board. The following individuals may vote in the election: staff members who are employed by the Corporation, including teachers providing instruction under a contract with a cooperative and all parents and legal guardians of children enrolled at Midway Star Academy. Voting will be by ballot (either mail-in or in-person). The ballots will be counted by a person selected by the Board. The counting of the ballots will be witnessed by a third party and will be promptly reported to the Board in writing. The persons receiving the greatest number of votes shall be elected for the open seats on the Board

*Legal References:* Minn. Stat. § 124E (Charter Schools)

Cross References: Midway Star Academy Bylaws