

## **West Irvine Intermediate SBDM Staff Member Election Protocol**

### **Nomination Process**

Staff Members can be nominated by paper nomination using the “Staff Nomination Form” or through an email sent to the serving staff members of the SBDM council. Copies of this form will be kept in the front office and will be shared electronically. All nominations should be signed by both the nominating staff member.

Self-nominations will be accepted.

Nominations will be received up until noon on the day of the election.

After nominations are in, the acting SBDM staff members will collect all nominations, prepare a ballot and present it to the staff.

In the event that a non-eligible staff member is nominated, the nomination will be thrown out and the staff member will be notified.

### **Voting Process**

A call for a vote will be announced and a meeting will be held. Acting SBDM staff member representatives will host the meeting with the following agenda.

#### **SBDM Staff Member Election Agenda**

1. Call Meeting to Order
2. Review of Procedures
3. Presentation of Candidates
4. Candidate Comments (optional)
5. Vote
6. Present Results
7. Welcome New Member
8. Adjourn

When time for election arises, staff members will be presented with a ballot. Staff members will cast their votes by paper. Three at-large staff members will be chosen to collect the ballots and tally the votes. Ballots and tallies will then be placed in an envelope and sealed. The results will be relayed to the acting SBDM members and they will address the staff. The sealed envelope will then be relayed to the liaison at Central Office and kept on file for a minimum of 3 years.

### **Who Can Vote?**

All full and part-time teachers assigned to West Irvine Intermediate, including school counselors, are eligible to serve on the school council and vote in a school council election.

While a teacher is on leave of absence, the teacher is considered a school district employee and is not eligible to participate in school council elections. A teacher on a leave of absence status would not be assigned to a particular position or school and therefore would not be included in the total number of staff assigned to the building for the purpose of electing a teacher representative. (This does not include a teacher on maternity leave.)

Staff members must be present in order to cast their vote.

### **Majority Rule**

In order for a staff member to be elected to the council he/she must receive a majority vote (50% + 1) of all teachers assigned to the building.

For example, if there are 30 teachers assigned to the building the nominee must receive 16 votes in order to be elected.

### **Tie Votes / Not receiving Majority Vote**

If fewer candidates receive a majority than the number of vacant positions, the following steps shall take place. At any step in this process, any person receiving a majority of votes shall be declared elected. When all positions have been filled, the voting process shall end.

- a. On the second ballot, all persons elected from the first ballot shall be removed from the ballot and voting shall continue for the number of vacancies that remain.
- b. On succeeding ballots where no person received a majority (as defined above) the name of the person receiving the fewest number of votes shall be removed from the ballot and the voting shall be conducted again.
- c. The process of removing elected candidates from the ballot, then subsequently removing the lowest vote getter from the ballot, shall continue until all vacant positions are filled.