

PROCEDURES FOR NOMINATION AND ELECTION OF OFFICERS FOR SSC/ELAC

(District/School staff who are members of the SSC/ELAC must not be electioneers in order to avoid the perception of a conflict of interest.)

- ☐ Membership on the committee/council must first be established at earlier election meetings.
- ☐ A quorum of members must be present at the start of the process to elect officers. The quorum is 50% of the total membership plus 1 member. Announce the number of voting members present and record this in the minutes.
- ☐ Members are to sit in a designated area, separated from the public and/or guests, and must remain in their seats during the voting.
- ☐ If a member leaves the room, the member must turn in all ballots. If the member returns during the voting process, the member will not be seated in the designated area until voting is completed for the particular position being voted on.
- ☐ Nominees must be physically present in the room to be nominated and/or elected.
- ☐ Separate ballots must be provided for each member to elect an officer and must be counted and recorded in view of all members. Ballots may be numbered to ensure valid results.
- ☐ If there is a tie, a run-off election is held among the two highest vote-getters. If one of the two candidates withdraw their names, the other candidate wins the run-off election.
- ☐ Any member who arrives after voting for a seat has begun may not participate in that election. He/she may participate in the election of subsequent officers.
- ☐ All electronic devices and cell phones must be put on silent mode during the election. No texting is permitted during the election.
- ☐ All members must be attentive to the person facilitating the election (electioneer). Sidebar conversations are not permitted.
- ☐ No campaigning or soliciting of votes will be permitted.
- ☐ If a member chooses not to vote, the member must still submit the ballot and mark it "abstain".
- ☐ Each candidate will have one minute to speak before the election.
- ☐ Any irregularities during the process may result in the participant being disqualified from voting.