



District English Learner Advisory Committee

Officer Election Guidelines

1. A roll call will be conducted to confirm the presence of voting representatives and to establish a quorum.
2. DELAC representatives can self-nominate, or a nomination can be made by seated representatives.
3. Nominees must be present in person, logged in on Zoom webinar or phone line to be nominated and elected; **no voting by proxy.**
4. If no additional nominations are received, the electioneer will ask the representatives if there are any additional nominations. After asking three times, the electioneer will close nominations for a position.
5. All voting will be conducted by a roll call vote.
6. Each DELAC representative will be called by name to announce the first and last name of the nominee they are voting for. The electioneer will ask for clarification as needed.
7. Representatives' names will be called twice to capture their vote. Please unmute yourself to announce your vote. If you're having connectivity issues place your vote in the chat.
8. All Zoom Webinar and mobile devices must be on mute/silent mode during the election. No texting, emailing, or phone calls are permitted during elections. Texting or writing to participants in the "chat" is not permitted during the election.
9. If a DELAC representative leaves the Zoom meeting, the representative must type their full name in the chat and announce that they are leaving the meeting.

10. If a DELAC representative returns to the Zoom meeting, the representative must type their full name in the chat and announce that they have returned.
11. If a DELAC representative is not present in person, logged in on Zoom webinar or phone line when their name is called during the election, they will not be able to present their vote.
12. Please be attentive to the person facilitating the election (electioneer). Sidebar conversations are not permitted. Please keep microphones muted when you are not called to speak.
13. No campaigning or soliciting of votes will be permitted online, through member messaging (phone, email, etc.) and within the Office of Student, Family and Community Engagement.
14. Each candidate will have 1 minute to speak. Please adhere to the time limit.
15. All votes will be recorded on a spreadsheet ballot in the presence of the participants. Each DELAC representative can present one vote or abstain when called by the electioneer.
16. Candidates who make defamatory statements or personal accusations against other candidates or committee members before or during the election may be disqualified from the election process. Statements should remain focused on how the candidate intends to fulfill the responsibilities of the position they are seeking.
17. Any irregularities during the process may result in the representative being disqualified from voting.
18. A run-off election will be held between the top two candidates with the highest votes when no one receives a majority of votes of the representatives present. The majority vote adds to 50% plus one member of the quorum established.
19. Guests can observe but are not allowed to talk during the general presentation and election process.