

# Elections

## **ELECTIONS:**

**PTOs and Junior High Boosters: Elections must be held at the final general meeting of the school year.**

**Sports Boosters: Elections must occur AFTER the team has been selected.**

At minimum the following positions must be filled:

- President or Chairperson
- Secretary
- Treasurer

Additional officers/board positions may be elected per the terms of the group's approved bylaws.

### **Preparing for Election:**

- A general meeting must occur before the election meeting. At that time, the current board shall announce the upcoming election and date
- Membership must be notified through all reasonable means utilizing any typical methods of communication for the group (email, Facebook, Twitter). The perception that a valiant effort has been made to notify everyone that an election will be held must be apparent. Include:
  - Date and venue for the election
  - Statement that nominations are being accepted
  - Deadline for nominations to be received (typically one week before the vote)
  - Information about how to submit a nomination
  - Individuals, not groups of individuals are nominated. A reasonable time should be established for nominations to be submitted.
  - Nomination forms:
    - Must be completed and submitted by the individual running for office
    - Should articulate expectations of all available board positions

As a best practice, individuals running for a board position should run for a general board position, not a specific role (such as President, etc.). Immediately after the election meeting, newly voted in members should meet to determine who will be President, Secretary, etc. This alleviates issues when several ideal candidates are prepared to run for the board. Limiting individuals to running for a specific board positions may decrease the number of candidates. Boards have the liberty to determine whether they wish to specify what roles candidates are running for.

Bylaws should state that the executive board can appoint vacant board positions if no candidates are voted in or a position is vacated.

**Elections must occur by paper ballot for those in attendance only.** No email or proxy voting is allowed. Teachers and staff members of CUSD are considered members of CSB organizations and may vote. It is best practice for administrators and coaches to abstain from voting.

Elected officers shall begin their term following the last meeting of the year. Outgoing officers shall transfer books, stamps, and documentation and formally change bank accounts to the newly elected board upon reconciliation of June bank statement, or upon the discretion of both boards.

District employees may hold office, but MAY NOT be signors on the bank account.