

AR 8120 Elections

Purpose

To establish an inclusive, fair, and transparent process for electing officers of each Advisory School Council (ASC), including the positions of Chairperson, Vice Chairperson, Secretary, and Treasurer. At the discretion of the local ASC, two officer roles may be combined (e.g., Secretary and Treasurer), provided the ASC maintains a minimum of three distinct officer positions.

Election Timeline and Advertisement

1. Election Date: Determined and approved annually by the current ASC or designated school administrator.
2. Advanced Notice: Elections must be publicly advertised at least two (2) weeks prior to the election date.
3. Notification Methods: Advertising methods may include one or more of the following:
 - a. Flyers posted in schools and public locations
 - b. Emails to families and staff
 - c. Posts on District and school social media
 - d. Articles in school newsletters
 - e. District and school website announcements
4. Each Advertisement Must Include:
 - a. Open positions
 - b. Eligibility requirements
 - c. Nomination procedures
 - d. Voting date and method

Nomination Process

1. How to Nominate

Individuals may self-nominate, be nominated by another community member, or be nominated in person during a public ASC meeting.

2. Submission of Nominations

Written nominations, which may include an optional 100–250-word statement of interest and qualifications, must be submitted in writing to the ASC Chair or designee no later than one (1) week before the election date.

In-person nominations may be made at any official ASC meeting held prior to the election.

3. Nominee Acceptance

Nominees must affirmatively accept their nomination by one of the following methods no later than three (3) business days after being notified of the nomination:

- a. Written signature on the official ASC Nomination Form returned to the ASC Chair or designee
- b. Email confirmation sent to the ASC Chair or designee from the nominee's district-registered email address
- c. Verbal acceptance on the record during a duly-noticed ASC meeting (recorded in meeting minutes)

4. Withdrawal of Nomination

A nominee may withdraw at any time by submitting a written or email notice of withdrawal to the ASC Chair or by announcing withdrawal at an ASC meeting.

5. Ballot Finalization

Only nominees who have provided timely acceptance will be included on the official ballot.

Balloting Procedure

Voting will occur by written ballot, with two options:

- In-person paper ballots at a designated school or public polling location, or
- Printed ballots sent home and returned in sealed envelopes.

Ballots will contain:

- A list of eligible candidates for each position
- A check-box or line for voters to indicate one choice per position

New AR for SISD

- A check-box for voters to indicate that they meet the voter requirements identified in this policy.

Voting and Counting

- Each household or school staff member may cast one vote per position.
- Ballots will be collected and counted by the Superintendent or their designee (e.g., school principal or lead teacher).
- Results shall be tallied the same day and announced within 48 hours.
- In the event of a tie, a runoff election will occur within seven (7) calendar days.

Term Length and Transition

Officers serve a one-year term and may seek re-election.

An orientation or transition session will be scheduled for all newly-elected members within a month of the election.