

Banning Lewis Ranch Academy (BLRA) Board of Directors Board Elections

Purpose and Scope: Each year Banning Lewis Ranch Academy community members must elect the number of directors equal to the number whose natural term is expiring in June of that year. The election shall be held prior to the end of the school year each year unless other timelines are required and actively communicated, with the newly elected board members officially taking office on July 1st.

In accordance with BLRA Bylaws Article VII, Section 7.1 Board powers. The Board will have the power to adopt policies or resolutions regarding election procedures, carry out regular and any special elections, fix the form of ballots, rule on any election dispute, designate directors or employees to carry out tasks necessary to conducting the elections, take remedial measures (such as, for good cause, adjusting dates otherwise established in these bylaws), and adopt any other resolution that may be necessary or appropriate to assure that the elections are properly conducted. The Board may establish rules to assure that campaigning does not interfere with the education of students or ordinary operation of the school. The responsibility for administering elections may be delegated by the Board to a committee, a designee, to other administrative officials.

Throughout the election process, the Board will strive to effectively and openly communicate with candidates and the entire BLRA community regarding the election, and to provide an even playing field for each candidate.

This policy applies only to the election of directors for vacancies occurring as a result of the natural expiration of a Director's three-year term. Pursuant to the Bylaws, any other vacancy (such as by resignation or removal) shall be filled by the affirmative vote of a majority of the remaining Directors (even if less than a quorum), without an election by the school community members. Such appointed director shall serve out the remaining, unexpired term of the Director's predecessor in office.

Election Day: Election Day will be set by the Election Committee. The election period where voters may submit their ballot may be opened for a period of time to ensure proper voter participation.

Election Committee: The Board will appoint an Election Committee to conduct the election. This committee shall be made up of no less than two and no more than five members. Two current and/or past Board members are required on the committee. Optional members of the committee include the BLRA CAO/administrative designee as well as one parent selected by the Board and one parent selected by the CAO/administrative designee. All committee members shall be appointed to the committee through a board resolution.

Any two appointed members of the committee may act on the behalf of the committee to complete actions outlined in the policy.

The Election Committee will conduct a pre-ballot review of all candidate applications that will determine the eligibility of a candidate, as defined in BLRA Board of Directors Policy titled

“Banning Lewis Ranch Academy (BLRA) Board of Directors “Elected and Appointed Position Eligibility Policy.”

The Election Committee will also serve as the designated election officials and must create the timeline to be communicated regarding the election.

Board Eligibility: Eligibility requirements for election to the BLRA Board of Directors are defined in the currently approved version of the BLRA Board of Directors Policy titled “Banning Lewis Ranch Academy (BLRA) Board of Directors Elected and Appointed Position Eligibility Policy.” All applicants are required to read, understand, and abide by the eligibility policy, before applying for nomination.

Board Election Procedure Notice: In accordance with Board Bylaws Article VII, Section 7.2 Notice. Based on the timeline set by the Election Committee, eligible voters will be notified of the date of the next Board election, the term of the Board positions open, the number of positions open, the eligibility requirements and the application procedure. Whenever notice to eligible voters is given, such notice shall be sufficient if given by the school’s normal means of communicating with parents and the school shall have no obligation to notify separately parents who, through no action of the school, lack access to or fail to receive such communications.

Application for Election Candidacy or Appointment for a Board Position: Candidacy shall be made by self-nomination. Individuals will be considered nominated once the BLRA Board of Directors receives a properly completed, currently approved version, of the Banning Lewis Ranch Academy Board of Directors Form titled “Banning Lewis Ranch Academy (BLRA) Board of Directors Application for Election Candidacy or Appointment Application”. Applications must be received by the Election Committee by the date and time provided on the election announcement. No late or incomplete applications will be accepted, and both versions (hard/soft copy) of the application must be received to be considered.

Candidates shall submit their completed application to:

Banning Lewis Ranch Academy
Attn: Board of Directors, Board Candidacy Application
7094 Cottonwood Tree Drive
Colorado Springs, CO 80927

A soft copy of the application must also be emailed to the Board of Directors email address Boardblra@blracademy.org.

Applications are not considered properly completed or received until both the hardcopy and softcopy of the application have been received.

Within 2 business days of receipt of both soft and hard copies of the application, the Election Committee will send a confirmation of application receipt.

If a candidate does not receive confirmation within 2 business days of submitting their application the candidate should contact the President of the Board of Directors and/or the Election Committee members directly.

Prior to submitting the application, all candidates shall have read the BLRA Board Bylaws and the BLRA charter contract. Candidates must be prepared to sign the Board Member Code of Conduct Agreement if they are elected. Additionally, they must complete a criminal background check. All Board of Directors are also expected to contribute financially on a yearly basis.

Candidates may review the candidate package on the BLRA website (or as otherwise communicated by the Election Committee) when the election announcements are made.

Election Voting: In accordance with BLRA Bylaws Article II, Section 2.2 Number of Directors – Appointment and Term. The Board shall be composed of seven Directors, four of whom will be elected by parents of students enrolled in the school and three of whom will be appointed by the Board. Parents or legal guardians of children who attend the school shall be eligible to vote in the school elections. Such parents or legal guardians shall each cast one ballot, regardless of the number of children they have enrolled in the school. No family shall cast more than two ballots. For the purpose of the election, a family is defined by the primary address listed for enrolled students in the school enrollment database. Voting for elected seats is only applicable for vacancies of the natural expiration of a Director’s three-year term.

Voting Information Distribution: Information outlining the voting process, referred to as the Voter Information Packet will be distributed based on the timeline provided by the Election Committee. Distribution shall be through the school’s normal means of communicating with parents. The school shall have no obligation to notify separately parents who, through no action of the school, lack access to or fail to receive such communications. Additionally, general notice of the election may also be posted on the doors of the main entrance to the school buildings, or on the school website.

Voter Information Packet shall include:

- a. Election Day and voting time period
- b. Official ballot
- c. Candidate written statement
- d. Date, time, and location of Regular Monthly Scheduled Board Meeting where the candidates will be provided an opportunity to provide a Candidate Speech
- e. Date, time, and location of Regular Monthly Scheduled Board Meeting where the results will be communicated
- f. Voter eligibility information
- g. Voting process information (instructions) contained on the ballot

General Notice shall include:

- a. Election Day and voting time period

- b. Date, time, and location of Regular Monthly Scheduled Board Meeting where the results of the election will be communicated
- c. Information identifying when and how voter information has or will be distributed

In order to be counted, ballots must be completely filled out including printed name of the voter, signature of the voter, and the printed primary address of student(s) enrolled in BLRA. All ballots must be received no later than the timeline given on the Election Notice. Ballots that fail to meet these criteria will be considered spoiled and will not be counted. Determinations concerning spoiled ballots will be made by the Election Committee and are final.

Election Votes Cast: The candidates elected shall be those, equal to the number of open/naturally expiring seats, who receive the highest number of votes. Per the bylaws section 7.3, if the number of candidates running for office are less than or equal to the number of openings on the ballot, all nominees may be deemed elected and the foregoing process is not required.

Voting Procedures:

1. Election ballots will be distributed based on the Election Committees timeline communicated
2. Ballots may be cast any time after the ballot box is placed in the school lobby during the election voting period and/or within voting day/time frames.
3. In order to maintain confidentiality of student information, the school office staff shall be responsible for compiling the list of eligible voters and providing it to the Election Committee.
4. Ballots will be cast anonymously.
5. Ballots will contain written instructions for casting a vote.
6. No voting by proxy is allowed.
7. Ballots will be counted during the regular monthly scheduled board meeting that was communicated.
8. Vote Counting Procedure:
 - a. The vote count will begin immediately following the collection of the ballot box to allow the election results to be announced prior to the end of the meeting.
 - b. For each ballot, the signature will be checked against a roster of eligible voters and recorded. If the signature and signature section is valid, the signature section will be removed, and the ballot and signature portion placed in separate piles. Once all signatures have been removed, the ballots will be opened, and the votes will be tallied.
 - c. Election Committee members shall count the ballots. Two officials shall tally the ballots; a third election official (appointed by the election committee) shall verify the tally, which shall be tallied according to candidate. The election officials shall then compare the number of votes tallied against the number of voters checked off on the eligibility list.
 - d. In the event that a voter has made a change on the ballot, and it is not clear whether or not a mark has been made for a particular candidate or deleted from

a particular candidate, the election officials shall make every effort to discern the intended vote. There shall be complete consensus among the election officials in order to tally the result of the ballot. If consensus cannot be reached, the ballot shall be considered invalid. The determination of the Election Committee is final.

9. In the event of a tie a run-off vote will be held immediately at the board meeting, with only those BLRA members present and eligible to vote.
10. The President of the Board or designee shall announce the election results prior to the conclusion of the regular monthly scheduled board meeting.
11. The President of the Board or designee shall email the election results to the current school community distribution list within 1 week of the election results being announced.
12. Newly elected Directors are expected to attend all Board Meetings between their election and the beginning of their term as a nonvoting observer. The term of the incoming directors shall begin on July 1st. Upon commencement of their term and annually thereafter, all Directors shall be required to sign the Banning Lewis Ranch Academy (BLRA) Board Code of Conduct. Additionally, they must complete a background check.
13. The ballots and tallies shall be sealed in an envelope and stored in the school office for sixty days following the election, after which time all election results will be destroyed.

Adopted: June 21, 2016

Revised:

Revision 1 - 20 Apr 2010

-Election process simplification and streamlining

Revision 2 - 17 Aug 2010

-Election process simplification and streamlining

Revision 3 - 21 Feb 2012

-Election process simplification and timeline change, naming convention change from rev2

Revision 4 - 21 June 2016

-Election process simplification and streamlining

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Revision 5 - 1 December 2021

-Policy title updated to "Board Elections"

-Policy updated to separate "attachments" used for internal procedures to recommission as a public Board policy

-Policy updated in general with other limited grammatical or clarifying adjustments

CROSS REF.: File: BB-BLRA_Election_Policy_rev4.docx