

Crown Pointe Academy of Westminster

Board Election Process

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From Section 3 of the Bylaws, titled, Elections

A. Elections will be held annually during the last full week of April.

B. An announcement of the upcoming election (attachment #1), with a request for candidates will be sent to all parents no later than the third week of March. Declaration of Candidacy forms (attachment #2) will be attached to the back of the announcement. Candidates must submit their Candidacy Declarations by the end of the first full week in April. A candidate workshop (see GP 5 doc 8) will be conducted before the submission deadline. An Academy Board member will be at the school at the stated deadline date and time to pick up the completed Declaration of Candidacy forms. If a form is turned in after the designated deadline, the date and time of receipt and signature of the receiver will be recorded on the form. The following Monday, the Academy Board will publish the list of the candidates (attachment #3) with all Candidacy Declarations attached. Within two weeks of the election, the Academy Board will schedule a public meeting at which parents will have an opportunity to meet the candidates. An election will be held regardless of the number of declared candidates, unless there are none. Attachment 4 is a sample ballot.

C. Each School family will be accorded one vote per available position. In the case of separated/divorced parents, the custodial parent will vote. In the case of joint custody, each parent will have 1/2 vote. Proxy voting is prohibited. Absentee voting will be allowed.

D. Those candidates receiving the most votes will fill the available seats on the Academy Board. In the event of a tie vote, the tie will be broken by a flip of a coin in an open public session.

E. Upon official notice or other declaration of a vacant, elected Parent Academy Board position, the Academy Board will advertise a special vacancy election, request candidates and publish a list of candidates not later than two weeks prior to a regular monthly Academy Board meeting, at which time the parents attending will elect a new Academy Board member. General election procedures as written in paragraphs A - D will prevail.

Election Responsibility

The Vice President of the Academy Board is designated as the election official to follow this procedure and to verify the election results. The Vice President will select an election committee, review all candidate filings to determine eligibility, remove any ineligible candidate(s), prepare paper ballots to be mailed to each eligible voter and supervise the counting of the ballots. The Election Committee will help the Vice President in the election process.

Election Ballot Process

- 1) Ballot packets will be sent to each eligible voter containing at least the following items:
 1. Ballots listing the eligible candidates alphabetically by surname, instructions and a signature line. A provision for write-in candidates is not required.
 2. A second envelope marked "Ballot Enclosed"
- 2) Ballot instructions are: Vote for 2 candidates on the enclosed ballot. Print and sign your name. Fold the top of the ballot down to the dotted line and staple or tape the ballot closed. In order to maintain anonymity, the signature portion will be tom off before the ballots are counted. Ballots will be counted in public on the last day of the school week, after 3:30p.m. Place the ballot in the envelope marked "Ballot Enclosed" and seal the envelope. Return the ballot to the school no later than 3:30 p.m. on date, (the date being the last school day of the last full week of April) Unsigned ballots will not be counted.
- 3) Returned ballots will be placed into a locked ballot box in the school office until the time the ballots are counted.

Ballot Counting Process

After 3:30 p.m on the deadline Friday, the "Election Ballot" envelopes will be opened and the ballots will be removed. For each ballot, the signature will be checked against a roster of eligible voters. If the signature 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 read aloud. The election results will be announced immediately and sent home the following Monday.

All ballots and signatures will be maintained for 60 days.

Adopted: September 8, 2004
Reviewed:
Revised:
Rationale: 2015 Removal of GP 5 doc 5 to be in alignment with new Charter Authorizer

Call for Candidates for Crown Pointe Academy Board

The Academy Board of Crown Pointe Academy is seeking candidates from the parent community for two Board positions. This critical volunteer position serves to ensure Crown Pointe Academy's contractual obligations are fulfilled. The term of office will run from July 1, 2015 until June 30, 2017.

The Academy Board's roles are:

- < To ensure that the Operating Contract Between Crown Pointe Academy and the Operating Contract Authorizer, as well as state and federal laws are adhered to in all activities and decisions of the Academy Board, staff, students, parents and the School's advisory committees.
- < To serve as final authority in matters affecting staffing, budget, curriculum, calendar decisions and other school concerns, and to ensure these are consistent with and promote the educational goals of the Operating Contract, and Crown Pointe Academy policy.
- < To act as the official voice of Crown Pointe Academy concerning public information, media contacts and public relations.
- < To adopt policies and procedures that will govern Crown Pointe Academy.

If you are interested in this challenging and vital position, please submit your Declaration of Candidacy for the Academy Board to:

Crown Pointe Academy
2900 W 86th Ave
Westminster, CO 80031
Attn:

Declarations must be received at the school no later than April 10, 2015.
All declarations will be made public.

Please direct any questions regarding this position to:
, Academy Board Vice President

Election Schedule

Board Candidate Workshop
Board Candidate Declaration submission deadline
Candidate List published
Public Meeting, Meet the Candidate
Elections

**Declaration of Candidacy for the Academy Board
Due in the school office by 3:30 pm, April -- th, 20--**

I, _____, am announcing my candidacy for a position on the Academy Board.

I believe I am qualified because:

My priorities for the Academy Board are:

Other Comments:

I have expertise in the following areas:

Curriculum & Instruction		Customer Relations		
Standards & Assessment		Staffing & Personnel		
Management & Leadership		Organizational Development		
Financial Management		Facilities & Real Estate		
Legal		Board Operations		
Community/Public Relations		Fund Raising		

Board Meetings are March and April which you are encouraged to attend

Academy Board Elections

have submitted Declaration of Candidacy for this year's Academy Board Election. Their declarations are attached.

Meet the Candidates night

DATE

In the School Library

Please come by to meet them and ask questions about their plans.

Election Procedure

Elections are taking place April xx to April xx. You will receive a ballot in the mail. Two candidates will be elected to the Academy Board. All Ballots are due in the school office by 3:30 Friday April xx, 20xx. The ballots will be counted at the school right after the deadline. No late ballots will be accepted.

Crown Pointe Academy of Westminster Election Ballot

Vote for 2

XXXXX

XXXXX

Instructions

1. Vote for 2 candidates above.
2. Print and sign your name below.
3. Fold the top of the ballot down to the dotted line and staple or tape the ballot closed. In order to maintain anonymity, the signature portion will be torn off before the ballots are counted. Ballots will be counted in public on Friday, April xxth at 3:30 pm.
4. Place the ballot in the envelope marked "Election Ballot" and seal the envelope.
5. Return the ballot to the school no later than 3:30 pm on April xxth, (the date being the Friday of the last full week in April.) Unsigned ballots will not be counted.

Fold the top down to this dotted line and staple or tape closed

Printed Name _____

Signature _____

Announcement of New Board Members at Crown Pointe Academy for 20xx - 20xx

We are pleased to announce that xxxx and xxxx have been elected to the Crown Pointe Academy Board of Directors for the 20xx-20xx term. A total of xx ballots were cast.