

## II. ELIGIBILITY AND ELECTIONS

### Eligibility:

- By law, teacher council members must hold a position at the school that requires a state certificate but not the position of principal, assistant principal, or head teacher, and they must be elected by a majority of the teachers.
- A teacher who has never served on a council before will be considered a new member and must obtain 6 hours of training no later than 30 days after the start of his or her term.
- A teacher who has previously served on any school council will be considered an experienced member and must receive 3 hours of training no later than 120 days after the start of his or her term.
- Elected council members should plan to attend all regularly scheduled council meetings as well as any special called meetings.

### Teacher Selection Process:

Step 1: TEACHER ELECTION CHAIRS: At the April faculty meeting, the teachers present should select **three Teacher Election Chairs** from among the teachers who do not intend to run for the council that year. Teachers should be told that the selected chairs will be responsible for running the election and that the election must be held by May 1st. The names of those selected to serve as chairs should be recorded in the SBDM minutes.

Step 2: PREPARING FOR THE ELECTION: The Election Chairs should notify the nominated teachers by April 25th. If the nominee is willing and able to serve they should submit a signed letter of intent. This letter should also include a candidate rationale to be shared with the faculty.

Step 3: NOTIFICATION OF ELECTION: The three Election Chairs should set the date, time, and place for the election as soon as possible to give teachers ample notice. The three Election Chairs should notify teachers of the upcoming election and post signs to remind them of the particulars. For example, a sign could read:

*Notification of Elections for SBDM Teacher Representatives. The election will be held on (date) at (time) in the (place).*

At least three school days before the scheduled election, the Election Chairs should prepare a sample ballot that includes the following:

- The date, time, and place of the election.
- An alphabetical list of the teachers who are running for election.
- A reminder that attendance by everyone is important since a teacher must have a majority vote of the teachers in the school to be elected.
- **The candidate rationales shall be sent to all voting staff members in a separate document with the sample ballot.**

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**Absentee ballots:**

- Must be requested by email or in writing.
- Must be returned in a sealed envelope to an election chair member prior to the first round of voting.
- The votes that appear on an absentee ballot will count toward every round of voting.

STEP 4: THE ELECTION: Each teacher who comes to the election meeting should be given a ballot listing the same names as those on the sample ballot. They should be told to vote for the number of seats that are vacant. Any ballot that does not vote for the correct number of vacant seats will be discarded.

The Election Chairs (3) should collect the ballots and count them in the room, announcing the results before the teachers leave or the meeting is adjourned. Any person receiving a majority vote on this ballot will serve as a council member in the coming year.

If not enough candidates receive majority votes then a runoff election should be held to fill the remaining council seats. This should be done during this same election meeting. The Election Chairs should remove from the ballot the name of any person already elected with a majority vote and the name of the person who received the fewest votes. This process also applies if the lowest vote getters result in a tie. Using this amended ballot, the teachers should vote again for the number of persons needed to fill the remaining vacancies. Teachers must vote for the number of open spots on the ballot or the ballot will be discarded. Any person receiving a majority of votes should be deemed elected. This process of removing the bottom vote-getter should be repeated as many times as necessary to elect candidates by majority to all open positions. However, no more than six rounds of voting will take place at this meeting. If the vote requires more than six rounds, teachers will meet the following day at the same location to finish the voting.

All ballots will be sealed in an envelope and turned into the building principal.

**Parent Selection Process:**

The Parent Teacher Student Association (PTSA) of Bullitt East High School shall formulate the guidelines utilized to select the parent representatives of the SBDM Council. These guidelines are to meet the Bullitt County Board of Education statement of policy regarding SBDM. The same dates listed above shall be followed for parent selection and submitted to SBDM Council by May 31st.

**Terms:**

Each Council member shall be elected for a one (1) year term that begins July 1st and ends June 30th. Parents and teachers are eligible for re-election. If the number of candidates is less than the number of position(s) the position(s) to be filled will be declared vacant and be treated under the remaining content of this By-Law.

**Election Results Reporting:**

The principal shall report new members to the public through the local newspaper and the school newsletter. The superintendent shall be notified in writing by the principal.

**Filling Vacancies:**

In the event a vacancy on the Council occurs, the vacancy shall be filled by the respective group in the same way as in the original election. The vacancy shall be filled for the duration of the term. The principal shall inform the respective group of the vacancy and help establish a timeline for completion of the election.

***BEHS SBDM ByLaws – 1st Reading / December 8, 2015 – 2nd Reading / December 15, 2015***

***Amended: 1st reading/ October 16, 2017 - 2nd Reading/ November 20, 2017***