

Crawford Middle School
Certified Staff
SBDM Teacher Election Protocol

Election Procedures

A. Selecting the Teacher Election Committee

1. Election of certified faculty members to the Crawford Middle School SBDM Council shall be held at a special faculty meeting annually in March.
2. The Teacher Election Committee will be elected by the certified staff at a faculty meeting.
3. The Elections Committee shall consist of at least two (2) to three certified staff who will be responsible for the full administration of the Teacher Election Process. The Elections Committee shall exclude anyone nominated for the Teacher Election Committee who may be interested in running for a teacher representative position on the SBDM Council. The Teacher Election Committee shall elect a Chair from amongst the two(2) to three (3) members of the Teacher Election Committee.

B. Responsibilities

1. The teacher Election Committee responsibilities include but are not limited to the determination of the specific dates of the election proceedings; the distribution and collection of declarations for nominations; development of ballots and monitoring the collection of ballots cast using a secret ballot vote.
2. The Chair of the Teacher Election Committee shall circulate election notices to all certified staff as follows:
 - a. Nominations shall be open THREE (3) days prior to the election and shall close at 3:00 p.m. the day before the election.
 - b. If vacancies occur during the current term, then a special election will be held within a month of being provided written notice from the Principal of the school that a vacancy exists for a teacher(s) representative to the SBDM Council. The Teacher Election procedures detailed herein shall be administered as it relates to the specific time and dates of the existing vacancy within the school year.

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C. Nominations

1. The certified staff members may nominate themselves or may be nominated by other certified staff members. Teacher representatives shall be persons for whom certification is required as a basis for employment, with the exception of the principals and associate principals. Council members shall not have conflict of interest pursuant to KRS chapter 45A.
2. Nominations shall be presented in writing or email to the Elections Chair. The Elections Chair shall verify the nominees' eligibility and willingness to serve and shall publish the list of nominees during the nomination period as needed. If six nominations (or three depending on the size of your council) have not been received the day before the election, the nomination period shall be extended.

D. Absentee Balloting

1. Certified staff members who are unable to attend the scheduled the scheduled election may submit an absentee ballot, with their selections in priority order. This ballot shall be presented to the Elections Chair prior to the election and shall be valid throughout the voting process, as long as the persons specified on the ballot are candidates. The priority order on the ballot shall remain in effect throughout the voting process.
2. Any teacher who cannot be present at the designated time of the election may submit a ballot prior to the meeting. The ballot shall be made available by the Teacher Election Committee Chair and the certified staff shall sign an absentee ballot verification form provided by the Teacher Election Committee Chair.

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E. Voting

1. At the teacher election meeting, the principal, other administrators and other non-certified staff members will leave the room before the voting process begins. Teachers conduct their own elections as per KRS 160.345.
2. The election will be held in April or May during a faculty meeting in the library.
3. Certified Faculty may vote for as many candidates as they wish up to the number of teacher council members on the ballot. They may also just vote for one (1) or two (2) if they like. They do not have to vote for the maximum number of positions to fill.
4. Representatives shall be determined by a majority vote based on the **number of certified staff assigned to the school**. A majority is defined as 50% plus one of the certified staff members assigned to the school.
5. If fewer than three candidates (or other number depending on the size of the council) receive a majority of votes, the person(s) receiving the lowest number of votes (if there is a tie for the lowest vote recipients, then the number of tied recipients) shall be removed from the ballot, and the teachers shall vote again. Ballots cast that contain more candidate selections than there are vacant seats should be considered invalid ballots.
6. This process of removing one name shall be repeated as often as necessary to elect candidates by majority.
7. The final results will be announced before the meeting is adjourned so all voters are encouraged to remain until the final selection(s) are announced.
8. Once the teacher council members have been elected, the election correspondences, the nomination forms, ballots, absentee ballots, tally sheets, voter signature sheets, and signatures of those who tallied votes, along with any other election documents, shall be turned in to the principal and retained for three (3) years per record retention guidelines.