

## OCS Election Policies and Procedures

### 1. The Election Committee

- A. The Election Committee consists of 4 members: 2 election committee co-chairpersons and two members.
- B. Election committee Co-Chair positions:
  - i. The OCS Board of Trustees will appoint a co-chairperson.
  - ii. The community as part of the ACG annual election will elect a co-chairperson.
- C. If there are no nominees for the co-chairperson, during the ACG annual school wide election, then the ACG Governors will appoint a chairperson.
- D. The two additional members will be appointed as follows:
  - i. The OCS Board of Trustees appointed co-chair will appoint one member.
  - ii. The ACG elected co-chair will appoint one member.
- E. Election committee chairpersons and members are ineligible to run for office while serving on the election committee.
- F. The Board shall endeavor to appoint an Election Committee each year at its regular February Board meeting.

### 2. Responsibilities of the Election Committee Co-Chairpersons

- A. The Election Committee Co-Chairpersons will oversee the execution of the election process.
- B. The Election Chairpersons shall be responsible for the safekeeping of the ballot box, ballots and voter registry.
  - a. One chairperson is responsible for safeguarding the ballots.
  - b. The other chairperson is responsible for safeguarding the key to the ballot box and the voter registry.
- C. The Board appointed chairperson has the responsibility of reviewing all board seat nominations and determining that the nominees meet the eligibility criteria.
- D. The ACG elected chairperson has the responsibility of reviewing all ACG governor nominations and determining that the nominees meet the eligibility criteria.
- E. Board seat eligibility determinations maybe appealed to the Board of Trustees.

### 3. Responsibilities of the Election Committee

- A. To work to ensure an unbiased and fair election. It is the Committee's responsibility to ensure that the Election Policies and Procedures are strictly enforced.
- B. To accept and review any petitions that contest election results.

- C. To determine the eligibility for voting rights of any community member.
- D. To recruit election volunteers to help run the election.
- E. Run the election with the election volunteers.
- F. To compile voter registry of all eligible voters.
- G. To count all ballots.
- H. To review candidate nominations and notify nominees of their nomination.

#### 4. Responsibilities of the Election Volunteers

- 1. Election Volunteers will assist with the following tasks:
  - i. Running the polls
  - ii. Counting the votes
  - iii. Conducting recounts

#### 5. Eligible voters

- A. Eligible voters shall include the following:
  - i. Any parent, legal guardian, or stepparent of a child currently attending OCS
  - ii. Any full time employee of the school
  - iii. Any part time employee of the school
  - iv. Any current OCS Board of Trustees member
- B. Each eligible voter will have one vote regardless of the number of children enrolled in the school.
- C. Student enrollment forms will determine parent or legal guardian status and eligibility to vote.

#### 6. Eligibility to run for an elected Board seat

- A. Any parent, legal guardian, or stepparent of an enrolled OCS student who has served on any standing or ad hoc OCS committee,
- B. Any parent, legal guardian, or stepparent of an enrolled OCS student who has served as chairperson for any event at OCS (Silent Auction, Winter Fair, etc.), or
- C. Any parent, legal guardian, or stepparent who has demonstrated a significant contribution to OCS through such means as: taking on a significant organizational role in an OCS event, taking a leading role in classroom service, or taking on a significant role in fundraising for the school or its programs (e.g. the Music program).
- D. School Directors are only eligible for the Board seats allocated to them in the Charter. They are not eligible to run for parent or community elected positions.

- E. OCS Teachers are only eligible to run for the Board seats allocated to them in the Charter. They are not eligible to run for parent or community elected positions.

7. Eligibility to run for ACG Governor

- A. ACG Governor Board seat
  - i. Any parent, legal guardian, or stepparent of an enrolled OCS student
- B. ACG Governor non-board seat
  - I. Any parent, legal guardian, or stepparent of an enrolled OCS student
  - ii. Any current employee of OCS

8. Nominations

- A. Any eligible community member may be nominated as a candidate during the nomination week.
  - i. Nominees can be nominated by any community member
  - ii. Nominees may nominate themselves
- B. At the end of the nomination week, the Election Committee will notify all nominees of their nomination.
- C. All nominees have one week to accept or decline the nomination.
- D. Nominees accept by submitting a candidate statement to the Election Committee Co-Chairs by 8:00pm on the Friday at the end of the week.
- E. Candidate statements will be made available to the community prior to the election.
- F. Nominees will be invited to make statements at the ACG meeting prior to the election. At that time, parents and staff may ask questions of the candidates.

9. Election Process

- A. Elections will take place over 2 business days.
- B. Voting will take place on the OCS campus during posted polling hours.
- C. Polls will be open for voting from 7:45a.m. - 9:00 a.m. and from 2:15 p.m. - 3:45 p.m. on voting days. If a voting day falls on a Wednesday or short school day the morning polling time will remain the same and the afternoon polling time will commence at 12:15 p.m. ending at 1:00p.m.
- D. Voters will check in with election volunteers, present identification and sign the voter registry.
- E. Voters will be given an official ballot.
- F. Voters will place completed ballots in a locked ballot box.

10. Procedure for requesting and casting an absentee ballot

- A. Request for an absentee ballot must be made in writing to the Election Committee Co-Chairpersons by the Monday prior to the opening of the polls. Request may be mailed in care of the Election Committee Co-Chairpersons at the school's address, e-mailed or hand delivered to either of the Election Committee Co-Chairpersons. The request must state the voter's name, address and name of child/children at school or current OCS employment position and must state whether the ballot will be returned to the Election Committee by mail or deposited in the ballot box.
- B. Absentee ballots will be mailed to all eligible voters.
- C. All absentee ballots will be placed in the locked ballot box upon receipt. These ballots will be counted when the polls close on the last day of voting for the election.
- D. Any absentee ballot, returned by mail, received by the closing of the polls on the last day of the election will be counted.
- E. Any absentee ballot received after the final close of the polls will not be counted.
- F. It is the responsibility of the absentee voter to ensure his/her ballot is received on time.

11. Counting of Ballots

- A. The ballots will be counted at the end of the two-day voting period.
- B. The candidate with the highest number of votes for each contested seat will be declared the winner for that seat.
- C. Two separate teams consisting of 1 Election Committee Member and 1 volunteer will independently count the ballots. If the numbers match the ballots will be placed in a manila envelope, sealed, wax sealed and signed by the counters with the number of ballots listed. Both Election Committee Co-Chairs will supervise the counting of the ballots.
- D. An Election Committee Co-Chair will keep the sealed envelope.
- E. If there is a discrepancy in the election outcome the election committee members will individually recount the ballots.
- F. The Election Committee Co-Chairs will declare the election results to the community as outlined in Section 12. Notice of Election Results.
- G. The Election Committee Co-Chairs must keep all ballots in the sealed envelope for three business days following the announcement of the election results. On the fourth business day the ballots can be discarded.

12. Notice of Election Results

- A. There will be no minimum requirements for registered voter participation.

- B. Results will be announced within two (2) business days after the election ends.
- C. Election Results will be posted on the OCS-families yahoo group and the ACG bulletin board. The election results will also be published in the OCS Newsletter.

13. Procedure for a tie in election results

- A. If there is a tie the results will be announced within 24 hours after poll closes.
- B. A tiebreaker election will take place the Monday following the election
- C. Tiebreaker polls will be open for one day only at 7:45am to 8: 30am and 2pm to 3: 45 pm on the OCS campus.
- D. Results of the tiebreaker will be announced within 24 hrs.

14. Procedure in the event no candidate runs for a vacant Board seat

- A. In the event no eligible candidate runs for a vacant Board seat the Board may appoint a person to serve in that seat until the next election. At the time of the next election the seat will be open to candidates for election to serve out the remainder of the term for that seat.

15. Contesting election results

- A. Any election result can be contested by submitting a petition to the Election Committee Co-Chairpersons within three (3) business days following the announcement of election results.
  - i. The petition must be signed by 30% of all eligible voting population.
  - ii. The petition must state which election results are being contested and reasons for objecting to the posted results.
- B. A new election will be held within 15 business days from the receipt of a valid petition.
- C. The new election will follow the same procedures as the contested election.
- D. Election Procedure may be contested only prior to the elections themselves.
  - i. If Procedure is contested a month or less prior to elections, the OCS Board will review Request to Change Procedure and issue updated Election Procedures Document
  - ii. If Procedure is contested 32 days or more prior to elections, Governance Committee will review Request to Change Procedure and will report recommendations to the OCS Board. The Board will then decide whether to accept, reject or change Governance Committee recommendations.

16. General Provisions

- A. Changes or revisions to the OCS Elections Policies and Procedures cannot be discussed, considered or voted on from the first day of nomination week until the election is completed and all election contests are resolved.