

**PARNASSUS PREPARATORY  
SCHOOL**

**SCHOOL BOARD ELECTION  
POLICIES**

## **Part I. General Policies**

Parnassus Preparatory School (“Parnassus”) shall conduct elections according to the Bylaws for any open seats on the Parnassus School Board (“Board”) on an annual basis. Elections shall be conducted by the Policy and Election Committee of the Board in accordance with the policies and procedures approved by the Board and in a manner that is public, open, fair, and transparent to the Parnassus community. Any material deviation from these policies must be approved by the Board.

## **Part II. The Policy and Election Committee**

The Policy and Election Committee (P&E Committee) is a committee of the Board whose function is to promulgate any policies and procedures required by the Board and to revise any existing policies and procedures as directed by the Board. All policies and procedures promulgated or revised by the P&E Committee must be approved by the Board to be effective. The P&E Committee also shall be responsible for conducting all required Board elections as set forth herein and as directed by the Board. The members of the P&E Committee shall be determined by the Board, but shall include at least one Board member and at least one community member (a person who is not a parent, teacher, or school staff). If a member of the P&E Committee is a candidate, he/she will not participate in the duties and responsibilities of the P&E Committee regarding the board election process.

## **Part III. Eligible Voters**

Eligible Voters for Board elections are defined in Section 5 of the Parnassus Bylaws as follows:

Section 5. Eligible Voters. Each parent and legal guardian of a child enrolled at the school and each employee of the school shall be a member of the Corporation and shall have the limited right to exercise one (1) vote for nominees to the Board. A parent/legal guardian of a child enrolled at the school who is also employed at the school shall have the right to exercise only one (1) vote. The Board nominee (or, in the event more than one Director position in a category is to be filled, the nominees) in each category receiving the highest number of votes shall be elected as a Director. Notwithstanding the foregoing, a person eligible to vote for Directors pursuant to the foregoing shall not be eligible to vote on any other matter affecting or concerning the Corporation, and shall have no other rights or privileges except as explicitly set forth in these Bylaws or provided by Minnesota Statutes Chapter 124D.10.

“Parent” is defined as a legal guardian of a student(s) whose address has been given to Parnassus Preparatory School as the address of record to send school communications.

For clarity, these definitions shall be applied as follows:

1. Two-parent families, with both parents living at the same address, will receive two ballots, one per parent.
2. Single-parent families will receive one ballot, one per parent.
3. Divorced/separated parents, living at separate addresses, will each receive one ballot, one per parent. This assumes that each parent's address is on file at Parnassus Preparatory School as receiving school communications.
4. Divorced/separated parents who have not registered their address with Parnassus Preparatory School as an address to send school communications will not receive a ballot. In order to vote, these parents should come to school and identify themselves to the Principal. The Principal will notify the P&E Committee of the names and addresses of these parents, which will be added to the master list of eligible voters and provide them with a ballot.
5. Step-parents/grandparents/foster parents will not vote unless they are legal guardians.

#### **Part IV. Nominations**

Nominations will only be accepted from Eligible Voters. Nominees must meet the criteria of the open Board seat (parent, teacher, community member). All Nominees must also complete the same background check required of school volunteers.

#### **Part V. Candidate Forum**

A Candidate Forum (the "Forum") shall be held prior to the election where the candidates will be able to make a case for their election to the School Board by describing their proposed contribution for the school's future and their qualifications for the position. The Forum shall be moderated by the neutral moderator appointed by the P&E Committee

#### **Part VI. The Election Process**

The ballots will be distributed with a postage paid return envelope addressed to the Parnassus Election Post Office Box (the "PO Box"). The PO Box shall only be used for election purposes. Only one candidate may be selected for each open seat. If an Eligible Voter votes for more than one candidate for an open seat, that ballot will not be counted. Each returned envelope must be sealed and the following must be written on the envelope – name of voter, address of voter, and signature of voter. Unsealed envelopes and envelopes without the required information written on the envelope will not be counted. Late ballots will not be counted. A member of the P&E Committee will collect the ballots from the PO Box and hold them in a secure location. Under no circumstance may the envelopes be opened prior to the official counting of the ballots.

Ballots will be counted by members of the P&E Committee and volunteers from the community as may selected by the Board. There will be four ballots counters at 4 stations, and 4 observers to ensure that the procedures set forth below are followed. Public will be permitted in the room as space allows. The candidate for each open seat with the most votes wins. In the event that the top candidates for an open seat receive exactly the same number of votes, a run-off election will be held between those two candidates. New Board members shall begin their service in August (the start of the Parnassus fiscal year).