

**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 a disinterested election services vendor 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 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 in accordance with the P&E Committee charter, as in effect from time to time. 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 Fifth Amended and Restated 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, in each case as of a date not more than sixty (60) days prior to the election reasonably established by the Board (a “Record Date”), shall be a member of the Corporation and shall have the limited right to exercise one (1) vote for nominees to the Board in each category to be filled. For purpose of this section, employee means staff members employed at the school, including teachers providing instruction under a contract with a cooperative. Besides parents and legal guardians and employees, members of the Board of Directors as of the Record Date also have the right to elect the Directors. An individual holding positions in multiple categories (i.e., parent/legal guardian who is also employed at the school; parent/legal guardian who is a Director; teacher who is a Director) 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 124E, as amended.

“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 a member of the administration team. The administrator 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.

The Record Date for Voter Eligibility is established by the Board in accordance with the Bylaws, and is currently January 1st of the year the election is to take place.

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 and Campaigning

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.

Per Board policy 923, candidates may not post or distribute materials on school grounds. For purposes of election campaigning, the definition of "School Materials" excludes candidate campaign materials even if the candidate campaigning is a qualified "School Person." Candidates are encouraged to review all Parnassus Board policies, especially Election Policy and policy 923 Distribution of Materials for Students and Families.

Parnassus expects candidates to be respectful to one another, respect the privacy of students and families, and exemplify the Parnassus Pillars of Character in their campaigning activities.

Part VI. The Election Process

The Parnassus Policy and Election Committee shall recommend to the Board of Directors a disinterested, third-party vendor to execute the election. The selection of a vendor shall be affirmed annually by the Board of Directors. The vendor shall execute a hybrid electronic/mail-in election and provide a secure mechanism for eligible voters to register their votes online or by mail. Ballots and instructions for ballot completion will be mailed to all Eligible Voters via USPS within fourteen calendar days of the fourth Tuesday of December.

The vendor shall ensure that only one vote is counted per Eligible Voter and any subsequent attempts to vote are rejected. Paper ballots and instructions for online voting shall be distributed with a postage paid return envelope addressed to the vendor's processing center. Only one candidate may be selected for each open seat. If an Eligible Voter votes for more than one candidate for an open seat, their votes for that seat will not be counted. Ballots that have not arrived at the vendor's processing center or been cast electronically by the end of the day on the first Thursday of February will not be counted. The vendor shall maintain an auditable record of ballots collected for seven years but shall not disclose voters' selections.

The vendor shall count ballots in accordance with their standard practices for executing a secret election. The vendor shall keep the election results secret until the Parnassus Board election meeting where the winner(s) will be announced. The candidate for each open seat with the most votes wins for that seat. Election results shall be certified in writing by the vendor within 72 hours of the Board election.

Candidates may request, at their own expense, an audit of the vendor's election results, in accordance with the vendor's procedures, within 24 hours of the announcement of the winner(s) at the Board election meeting. The audit must be completed by the vendor within ten business days. The vendor and auditor must maintain the confidentiality of voters' selections.

In the event that the top candidates for an open seat receive exactly the same number of votes, a random draw will be held at the Board election meeting to select the winner amongst the top vote-receiving candidates.

Newly-elected Board members shall begin their service in August (the start of the Parnassus fiscal year).