

Election Procedures of Universal Academy

Purpose

In April, elections shall be held annually for the Board of Directors, as terms expire.

The School Board consists of members with staggered three-year terms. The board structure has no clear majority of teachers, parents, or community members.

Election Eligibility

The Board of Directors will assign the members to the nominating committee.

At least sixty (60) days prior to a board election, the nominating committee will solicit nominations from teachers, parents/legal guardians, and community members, eligible to serve on the board. All candidates and write-ins must meet eligibility requirements when the election ends for votes for that candidate to be counted.

The following criteria are set forth for candidate categories:

- (1) at least one licensed teacher;
- (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and
- (3) at least one interested community member. A community member serving on the board must reside in Minnesota, must not have a child enrolled in the school, and must not be an employee of the charter school.

To serve as a licensed teacher on a charter school board, an individual must:

- (1) be employed by the school or provide at least 720 hours of service under a contract between the charter school and a teacher cooperative;
- (2) be a qualified teacher as defined under section 122A.16, either serving as a teacher of record in a field in which the individual has a field license, or providing services to students the individual is licensed to provide; and
- (3) not serve in an administrative or supervisory capacity for more than 240 hours in a school calendar year.

Vacancies

If an elected member vacates their position or dies during their term, the vacancy will be filled by Board appointment and will be effective until the end of the term.

Election Voting Eligibility

Staff members employed at the school, including teachers providing instruction under a contract with a cooperative, members of the board of directors, and all parents or legal guardians of children enrolled in the school are the voters eligible to elect the members of the school's board of directors. Each eligible voter shall have one vote.

Voting

1. The voter database will be reviewed to ensure all eligible voters have been included in the database and that no ineligible voters are in the database.
2. The board of directors will notify eligible voters of the school board election dates and voting procedures at least 30 calendar days before the election and post this information on the school's website.
3. Board elections must be held during the school year but may not be conducted on days when the school is closed.
4. The board of directors will notify eligible voters of the candidates' names, biographies, and candidate statements at least ten calendar days before the election and post this information on the school's website.
5. The board of directors will publish these election policies and procedures on the school's website.

Election Timeline

1. **February** - The Board Chair presents the timeline for the forthcoming election. The Board identifies representatives for the nominating team and finalizes dates for voting. Elected Committee members from the School Board make known their intent to run for the upcoming election.
2. **March** – Call for nominations is placed in the school newsletter and website. Nominations will be due by the last calendar day in March. The nominating team meets to identify potential candidates for nomination to run for open positions and contacts them to determine interest.
3. **April** – The Board accepts the official ballot. Ballots are emailed to eligible voters.
4. **After elections close** – Election results are compiled, the Board Chair contacts all candidates to confirm continued interest, and the Board confirms elections at the May meeting.
5. **Assumption of Office** – Newly elected members attend May meetings as “members in training” and are seated at the June meetings. New members are requested to participate in all meetings between their election and their assumption of office so they can make informed decisions. Outgoing members attend the June meeting to assist with the transition until the new business is addressed.

Legal References

Minn. Stat. § 124E.07