

Bourbon County High School
Procedures for **Special Election** for Faculty member of the
Site Base Council

Two (2) certified teachers volunteering during a faculty meeting will follow these steps for the Special Election should a Special Election be necessary to fill a Teacher vacancy on the Site Base Council. These teachers should not be currently serving on the SBDM or up for re-election to the SBDM. (See Functional Policy 12.0 – BCHS SBDM Membership)

1. All general procedures for teacher elections will be followed.
2. Copies of the Duties and Responsibilities of a Site Base Council member will be posted in the main office, the library media center, the teacher's workroom and the by the copiers 24 hours before the nominations begin and throughout the nomination window.
3. Nomination forms will be created and placed in teachers' school mailboxes. Included on this form will be the following information:
 - a. Instructions for nomination
 - b. The date nominations begin and end
 - c. Location for Nomination forms to be returned.
4. The nomination period will be open for 7 days prior to formation of the ballot.
5. Announcements of the beginning of nominations will be made verbally during school announcements, electronically through teachers' e-mail accounts and through the nomination form.
6. Before drafting the ballot, all nominees will be asked if they will accept the position if elected, and be given 24 hours to decide whether to accept the nomination. If an Election Monitor is nominated and chooses to accept the nomination, he/she will step out of Election Monitor role and another teacher will fill the second Election Monitor position. Nominees should not be made aware of how many people were nominated or the names of others who have been nominated prior to the announcement of candidates.
7. A copy of the ballot will be posted in the main office, the library media center, the teacher's workroom and by the copiers. A list of nominees' names will be sent out via e-mail by designated teacher(s) at least 24 hours before voting.
8. Absentee ballots must be requested 24 hours before voting. Request must be made in writing to the designated teacher(s). Absentee ballots for absentee voting purposes will be granted to teachers who are absent four or more hours of the designated election day or have school-related obligated duties during the scheduled elections.
9. Absentee ballots will be marked as an absentee ballot and returned in a sealed envelope to the designated teacher(s). A sign in sheet will indicate receipt of the absentee ballot (signature of the voting teacher and the designated teacher, required for verification.)
10. Ballots will be distributed at a called faculty meeting. Nominees will be allowed to share with the faculty why they want to serve on the council.
11. Votes will be counted by a 3 member team before any faculty member is allowed to leave the meeting (in case of a tie vote and a additional voting is necessary - not to exceed 5 rounds of voting). In case of a tie vote or candidates do not garner

- enough votes for majority, the nominee with the least votes in round one will be removed from the ballot. The same process will be used through round five.
12. If needed, additional days of voting will be set for 2 days after the first day of voting.
 - a. Candidate letters of intent will be due to the designated teacher(s) the day after first day of voting for distribution among the faculty via e-mail.
 - b. Subsequent voting days, teachers will report to election site, sign in to receive a ballot, vote, place ballot in box and then be allowed to leave.
 - c. Each round of voting will take place from 7:45 am – 3:00 pm
 - d. Next round of voting (if needed) will take place 7:45 am – 3:00 pm two school days later.
 - e. Steps 12b-12d will be repeated as needed.
 13. Teachers will be elected by a majority (more than half) of all teachers who are assigned to BCHS for any part of the school day.
 14. At the conclusion of the elections, the nomination forms and ballots will be delivered to the principal the next business day after the election. These will be kept on file for at least three (3) years.

Absentee Instructions

Absentee ballots will only be granted for teachers meeting the requirements as listed in the SBDM Election Procedures.

A different ballot will be drafted to act as an Absentee Ballot with the following instructions on the ballot as well as the candidate's names.

Directions for Absentee Voting

- Absentee Ballots will be counted through the 5 rounds of voting at the called faculty meeting by the 3-member counting team.
- Teachers will rank their choice of candidates with 1 being first choice and proceed through all candidates listed on the ballot.
- In multiple rounds of voting, the highest ranked candidate on the Absentee Ballot will be counted each round.
- For each round, vote counters will initial the Absentee Ballot next to the candidate whose vote was counted.