Elections and Election Procedures

Each year the Superintendent's Cabinet approves the election procedures and the conduct of an election for the District-wide Educational Improvement Council (DEIC).

Purpose

The purpose of these procedures is to establish a process for the election of representatives to the council in accordance with BQ and BQA(LEGAL) and (LOCAL).

Elected Member Application / Petition

No later than April 15 of each year, the Superintendent or designee will announce to all eligible employees that an election will be conducted for representatives to the council on such a date, and that an application/petition may be made in accordance with these procedures. The date and time for closing the application/petition cycle will be announced at the same time and in the same manner that the election is announced. An election schedule shall be provided.

Notification of Vacancies

An electronic distribution of election packets (to include a memo, election schedule, application/petition form, flyer, and policies governing the election) will be sent to teachers, campus-based and eligible District-level professional employees, and department heads showing the representative positions open for election.

Election packets will be available online on the District's website.[1]

Principals and department heads are responsible for informing teachers and campus-based or District-level nonteaching professional employees of the election and posting the flyer provided in the election packet.

Application Procedure

In order to be nominated, an employee must present an application/petition form to the Superintendent's designee on the form prescribed by the District. The application/petition form must include the petitioner's name; position with the District; representative grouping for which election is sought; the names, original signatures, and positions of at least ten employees within the representative grouping who support the application/petition (substitutes cannot sign the application/petition form); and verification by the petitioner that he or she is voluntarily accepting to run for the position. In addition, a 50-word campaign statement and a personal photograph must be submitted. Application/petition forms may not be circulated during assigned duty times or in any manner that would interfere with the work of others.

Completed application/petition forms must be presented to the chief communications officer or designee in person (school mail or U.S. mail cannot be used for this purpose) on or before 5:00 p.m. on the deadline date. At that time a receipt and rules will be issued.

Campaigning   An employee who files an application/petition form to have his or her name placed on the election ballot must adhere to the following rules regarding campaign procedures.

1. No campaigning of any type may take place during working hours. For example:

    - 8:00 a.m. – 4:30 p.m. Education Center

    - 7:50 a.m. – 3:30 p.m. Schools

    - 6:30 a.m. – 4:30 p.m. Transportation

2. Campaign signs, leaflets, or any other material advocating a candidate or candidates, or promoting a candidate's name, cannot be distributed during working hours and cannot be displayed in teacher work rooms, offices, cafeterias, shops, or in any other location within a District-owned building or facility.

3. The District's e-mail, internal school mail, mailboxes, telephones, voice mail, and bulletin boards (including association bulletin boards) may not be utilized for campaign purposes.

4. Supervisory personnel may not solicit or encourage support for a particular candidate.

5. Candidates and/or other nonsupervisory employees wishing to wear badges, campaign buttons, or similar items may do so, providing they do not otherwise solicit support for a candidate or slate of candidates during working hours or create a safety hazard.

6. Candidates may, during nonduty hours only, campaign outside school-owned buildings, such as in a school parking lot.

7. With the approval of the principal or department head, meetings for campaign purposes may be scheduled in a school facility before or after school hours or after office hours. Campaign material may be distributed to those in attendance. However, should such use of a school facility extend beyond the normal closing time, payment of a building use fee will be required. [See GKD(LOCAL)]

Ballots   Electronic election ballots will display a candidate's name, photograph, location, and campaign statement, in random order. Only the election ballot for the representative grouping that the employee is eligible to vote in will be displayed.

Election Procedures   The election of representatives to the council will be in a manner that permits the making of a free choice by each eligible voter.

On the date set for the election, campus and department heads will announce the election and remind regularly employed teachers, campus-based and District-level nonteaching professional employees that voting online has begun. Online ballots will be available for a minimum of 48 hours.

Each voter will be required to log into the District's website in order to vote. Eligible employees may vote from any computer with Internet access. Voting is anonymous. Employees may vote one time. After the election ballot has been submitted, the employee will no longer have access to the election ballot.

The petitioners with the greatest number of votes in each representative grouping will be elected to the council. In the event of a tie vote, a runoff election will be held.

Election Results   An election committee will certify the election results. Election results will be posted online at my.episd.org.[2]

Meetings   Regularly scheduled meetings are four times per year. Meeting dates are approved by the council. Council members receive a meeting notice prior to each meeting.

Training   Administration will provide training to newly elected DEIC members.

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[1] District website: http://www.episd.org
[2] Election results on the District's webpage: my.episd.org