



**ACADEMICS PLUS CHARTER SCHOOL
900 EDGEWOOD DRIVE
MAUMELLE, ARKANSAS 72113
Elementary (501)803-0066
High School (501)851-3333**

TRUSTEE ELECTION PROCESS

(1) Membership and Voter Registration

Section 1.10 Member is defined in the Bylaws of Pulaski Charter School, Inc. (PCS).

Section 1.11 Voter Registration Forms shall be distributed to the Members in January of each year. and shall be made available to any Member upon request Completed Voter Registration Forms shall be maintained by the PCS Executive Director or his/her designee for three (3) years after the election.

Section 1.12 Eligible Voter is defined as a Member who has completed a Voter Registration Form during the current PCS fiscal year and at least thirty (30) calendar days prior to the annual meeting of the Members. Only Eligible Voters may cast ballots in the election of PCS Trustees.

(2) Election Committee

Section 2.10 An Election Committee shall be appointed to oversee the Board of Trustees election each year and to ensure that this Election Process is properly followed.

Section 2.11 The Election Committee shall consist of five (5) members. The following four (4) members shall be appointed by the PCS Board of Trustees during its regular February meeting:

- (a) A Chairperson;
- (b) A PCS Trustee whose term is not expiring;
- (c) A PCS teacher; and
- (d) A parent/guardian/custodian of a PCS student.

The Board of Trustees shall offer the position of Election Committee Chairperson to the PTO Chairperson if in attendance. If the P.T.O. Chairperson is not in attendance or refuses the appointment, the Board of Trustees shall appoint another Member who is not an employee or a Trustee to be the Election Committee Chairperson. The fifth member shall be appointed by the Maumelle Mayor.

Section 2.12 The Election Committee shall be released from their duties after the new Board has been seated and all Contesting Election Petitions have been resolved.

(3) Election Process

Section 3.10 The PCS Election Committee shall adopt an election schedule prior to the regular March meeting of the Board of Trustees, at which the Election Committee Chairperson shall present the election schedule for review and approval by the Board of Trustees. The approved election schedule

shall be posted on the school website and Edline within the following week.

Section 3.11 The election schedule shall include a public forum during which Members may meet the candidates at least ten (10) but not more than fifteen (15) days prior to the annual meeting. The manual voting process shall take place at this forum and at the annual meeting. Electronic voting will commence within seventy-two (72) hours after the close of the public forum and end no less than four (4) hours prior to the start of the annual meeting.

Section 3.12 The PCS Executive Director or his/her designee shall provide a list of the Members and a list of Eligible Voters to the Election Committee no less than fifteen (15) calendar days prior to opening of the voting process

Section 3.13 Notices

- (a) The PCS Executive Director shall be responsible to ensure that all notices required pursuant to this Election Process are properly posted.
- (b) Notice of the annual meeting of the Members shall be made through Tele-parent, Edline student flyer, and published on the school's official web site at least forty-five (45) days prior to the opening of the voting process.
- (c) Electronic notices shall be repeated weekly throughout the election process.
- (d) Additional notices may be required at the discretion of the Election Committee.
- (e) Notices shall include, at a minimum:
 - 1. All procedural deadlines
 - 2. Candidacy requirements or listing of the declared candidates
 - 3. Schedule of proposed election week activities and voting opportunities (event name, date, time, location)
 - 4. Web address for school election details.

Section 3.14 Candidate biographies shall be published on the school website and be made available for public viewing at the school at least fifteen (15) days prior to the opening of the election process, and shall be made available during the public forum.

Section 3.15 The public forum shall be scheduled to coincide with a school event such as a concert, dinner, awards ceremony, etc. Each candidate shall be provided an equal amount of time to address the Members at the forum.

Section 3.16 The promotion of candidates by the candidate or other Members is allowed provided that:

- (a) School instruction is not interrupted and the dropping off and picking up of students is not hindered;
- (b) Promotional materials are placed on school grounds only in approved locations as determined by the PCS Executive Director ensuring equal access for all candidates.

- (c) Public campaigning on school property is only allowed one (1) hour prior to the opening of the manual voting process at the public forum.
- (d) Public campaigning is not allowed within one-hundred (100) feet of the manual voting area.
- (e) No school funds are used for the promotion of individual candidates.

- Section 3.17 Printing of the ballots shall be the responsibility of the PCS Executive Director. Ballots shall be distributed to the Election Committee no less than five (5) days prior the opening of the manual voting process. The ballots will be on pre-printed forms. Election Committee Members shall secure the ballots.
- Section 3.18 Ballot boxes: The ballot box will be a dual lock box with one key allowing access to the ballots and the second key to prevent any ballots from being entered when not in use. The first key will be maintained by a Maumelle city official, who is not an Election Committee member; and the second key, shall be maintained by the members of the Election Committee. The PCS Executive Director shall not possess any of the ballot box keys. The ballot box will be supervised by a minimum of two Election Committee Members during the open voting hours. When voting is not open, the ballot box will be secured by the PCS Executive Director.
- Section 3.19 Manual Voting: The Election Committee shall be responsible for verifying the eligibility of the voters and ensuring that the roster is properly signed. When an Eligible Voter arrives to vote, he/she shall be required to show a government issued photo ID and sign a roster of voters. At this time, one (1) ballot shall be distributed to the Eligible Voter. The Eligible Voter shall complete the ballot and place it in the ballot box prior to leaving the manual voting area. The ballot box shall be escorted to the Open Forum and Annual Meeting by two Election Committee Members.
- Section 3.20 Electronic voting will be made available via a software program approved by the election committee. The electronic voting process will ensure anonymity and eligibility of the voter.
- Section 3.21 Voting shall officially close at the annual meeting if a minimum of forty percent (40%) of Eligible Voters have voted. In the event that voting does not close at the annual meeting, the Election Committee shall reopen the electronic voting process. The annual meeting shall be continued and reconvened the first Monday after at least forty (40%) of Eligible Voters have voted. Voting shall officially close at the reconvened annual meeting.
- Section 3.22 Once voting has officially closed; the votes shall be counted by no fewer than three (3) Election Committee Members. The results shall be revealed before the close of the annual meeting. The results shall be posted on the school website within twenty-four (24) hours.

(4) Candidates

- Section 4.10 Any Member who is not an employee of PCS may be a Candidate.
- Section 4.11 Candidates, including incumbents, must declare their candidacy in writing and submit biographies and platform statements to the Election Committee no less than twenty (20) days prior to the opening of the voting process in order to be included on the ballot.
- Section 4.12 Candidate biographies and platform statements, which may not exceed one side of an 8.5 x 11 single sheet of paper, shall be published on the school website and Edline no less than fifteen (15) days prior to the opening of the voting process. A single photograph of the candidate may be included but no extra space will be permitted.

(5) Contesting Election Results

- Section 5.10 Members may contest Election results by submitting a Contesting Election Petition to the Election Committee Chairperson and the Board of Trustees Chairperson within three (3) business days following the announcement of election results.
- Section 5.11 In order to be considered, the Contesting Election Petition must:
- (a) Be signed by a minimum of 10% of the Eligible Voters; and
 - (b) State specific reasons for objecting to the posted results.
- Section 5.12 If a valid Contesting Election Petition is filed, the Election Committee shall:
- (a) Schedule, announce, and hold a community meeting to discuss the issues within ten (10) business days;
 - (b) Investigate the issues stated in the Contesting Election Petition; and
 - (c) Adopt and present findings and recommendations to the PCS Board of Trustees, which may include:
 - 1. A finding of no validity;
 - 2. A finding of validity insignificant to the outcome of the election, thereby requiring no action; or
 - 3. A finding of validity significant to the outcome of the election, thereby requiring the results to be set aside and a new election to be held.
- Section 5.13 In the event that the results are set aside, the Election Committee shall adopt and present an expedited election schedule to the Board of Trustees for approval. The Board of Trustees seated prior to the election shall be reseated until a new election is completed.