

Policy: 215
Adopted: 6-26-2025
Reviewed:

STEAM Academy Board of Directors Election Policy and Procedure

1. Purpose

STEAM Academy seeks to abide by state law and to have an orderly election of Board Members consistent with the School's Bylaws, mission and vision.

2. Election of Board of Directors.

- a. *Eligible Candidates.* Only Parents of STEAM ACADEMY students are allowed to run for the parent member seat. Please be aware that all teachers, parents, and legal guardians of students at STEAM ACADEMY are not eligible to run for the non-parent community member seat; however, they are eligible to nominate community members to run for the open seats on the STEAM ACADEMY board. It is by the law that all school officers and staff including elected and ongoing board members will be required to pass a background check before being added to the ballot and appointed to the board.
- b. *Eligible Voters and Voting.* By the Minnesota Statute 124E, 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. Therefore, all parents, legal guardians, licensed teachers, and board members are the voting members for both positions. Each family is eligible for two votes regardless of the number of students enrolled at STEAM ACADEMY. Your participation is crucial to the mission of the STEAM ACADEMY.
- c. *Nomination Process.* Sixty (60) days prior to the Corporation's annual meeting, the Board of Directors will solicit nominations for all of the Directorate positions that will be filled at the next annual meeting. Nominees must be at least 18 years of age and not be a student currently enrolled at the school to be considered eligible for vacant Community Member and/or Artist Director seats.
- d. *Notice of Elections & Positions.* The Board of Directors will compile the list of nominees and notify all eligible voters of the nominees for each position to be elected, and the election date, at least thirty (30) days prior to the election. In addition, the election must occur when the school is in session, as required by Minn. Stat. § 124D.10, subd. 4(g)
- e. *Notice of Candidates.* The Board of Directors must notify eligible voters of the candidates' names, biographies, and candidate statements at least 10 calendar days before the election by posting this information on the school

website.

3. Term of Office.

- f. Terms of office for Directors shall begin on July 1st in the year of election.
- g. Tenure: Board member seat terms shall be for three (3) years, starting with terms that commence in 2018.
- h. A parent/legal guardian may serve as a Director only so long as the parent/legal guardian has a child enrolled at the Corporation.
- i. A teacher employed by the Corporation may serve as a Director only so long as he/she is an employee of the Corporation. If an employee of the Corporation also has a child who is a student of the Corporation, such employee is eligible to hold a teacher Director position, but ineligible to hold a parent Director position.
- j. A Director appointed to fill a vacancy shall hold office until the expiration of the term of vacated office.
- k. Directors may be reelected to successive terms and may serve simultaneously as officers. The Board of Directors may exercise all their powers notwithstanding any vacancy or vacancies in their number.
- l. The number of terms a board member may serve on the board is five (5).

4. Election Process

- a. *Complete nomination form.* All interested candidates will complete and submit the candidate nomination form.
- b. *Election Process:*
 - 1. The Election shall be held on a date school is in session and shall be determined by the Board of Directors. The Board of Directors will announce via website, email, and/or mailer home/translated the board nomination window, the Election Day, and provide an application process including nomination form at least 30 days before the election dates.
 - 2. The Board of Directors will accept and receive nominations and candidates' Resumes and Bios during the specified time period.
 - 3. The election commissioner will determine candidate eligibility for election based on MN charter School Statute 124E.07. (Includes background check)
 - 4. The election commissioner will finalize the election ballot prior to the election date.
 - 5. The Board of Directors will disseminate eligible candidates' bios to all STEAM ACADEMY families and staff (website, mailer home) at least 10 days prior to the election date.

6. The Board of Directors will conduct the election on the election date.
- c. *Voting.* Eligible voters will cast their votes using either a paper or electronic ballot. STEAM Academy will communicate with eligible voters the timeline, process, and location for voting.
 - d. *Verifying Election Results.* The School Board will tally the votes. The winner of the election will be announced at the next board meeting. The Board of Directors will communicate detailed results with parents and staff (website and mailer home/translated).
 - e. *New Member Board Training.* The Board of Directors will ensure new board members complete new board training requirements prior to being seated.

Candidate Nomination Form
STEAM Academy
Board of Directors Board
Member Election

To apply, send a completed candidate form via email to leadingedser@gmail.com by US mail or drop off at the STEAM ACADEMY front office to the attention of Election Commissioner by _____. A completed candidate form includes:

- 1- Full Name (First-Last):
- 2- Phone Number:
- 3- Email address:
- 4- Include a letter (not to exceed 1 page, double spaced, font size 12) explaining why you want to become a board member and assurance of no Conflicts of Interest.
- 5- Include a resume (2 pages maximum)
- 6- Include a bio to be included in the election ballot (Not to exceed 250 word)
- 7- Include a photo for media purposes (Optional).