

**St. Cloud Math and Science Academy Election Process\***

Approximate Date	Activity	Process
February 15 – More than 90 days prior to the Annual meeting	Appointment of Nominating Committee	Board Chair appoints Nominating Committee. The chair of the committee must be a member of the Board of Directors
March 15 – At least 90 days prior to the Annual meeting	Seek Names of all interested candidates	The Nominating committee sends letter to all parents, staff, teachers and current board members seeking names of potential candidates - Both new candidates and those who may seek re-election. The letter requires names in writing and that all nominations must be in before March 15 <sup>th</sup> the date on which nominations cease.
March 15 <sup>th</sup>	Applicants are given application document	All nominees will be provided with an application form to be completed and returned to the Nominating Committee prior to April 1. The application form shall request basic information such as name, address, phone email, etc., list of skills and experiences that would qualify the candidate for directorship and why the candidate desires to be a board member. A second page listing board duties and expectations will be provided to the candidates for their signature.
April 1 – Within the next 10 days	Candidate interviews	The nominating committee will schedule closed interview sessions with each candidate to determine who is best qualified for which position. Candidates will be notified by phone as to if and what position they have been nominated for. The nominating committee will develop a ballot for election. The ballot shall have at least one and no more than two candidates for each position*.

<p>April 15<sup>th</sup> - At least 30 days prior to the Annual meeting</p>	<p>Notification of Annual meeting date, time and place</p>	<p>The board of directors must notify or have notified all eligible voters as to the date, time and place of the annual meeting. This mailing may include the names and a list of qualifications for each nominee on the ballot. The nominating committee shall distribute the names and qualifications of all candidates to all eligible voters by email, first class mail, letters sent home to parents with students, and/or on the school's website.</p>
<p>May 15<sup>th</sup> - Prior to the end of the school year, but in no event later than the last day of school of the school year.</p>	<p>Annual Meeting</p>	<p>The meeting shall be chaired by the Board of Directors Chairperson. The candidates shall be introduced and allowed up to 3 minutes to introduce themselves and speak of their qualifications and reasons for seeking election. There will be no nominations from the floor. The ballots will be distributed and collected by the Nominating committee. After the ballots are collected, the meeting is recessed while ballots are counted (other annual activities such as Title I reports, and input and other timely activities can be conducted during the recess.) After the ballots are counted the Chair of the Board reconvenes the meeting and the Nominating committee shall present the results of the election. The meeting is then adjourned.</p>
<p>June 15<sup>th</sup> Last regular board meeting of the fiscal year.</p>	<p>Regular Board Meeting</p>	<p>New Board members invited to attend this meeting as an observer.</p>
<p>August 15<sup>th</sup>, first official regular board meeting of the new fiscal year.</p>	<p>First board meeting for new members</p>	<p>Board member orientation and organizational meeting. The board will elect its internal officers.</p>