



School Land Trust Election Procedure

1. Eligibility & Composition

- Membership must include **parents or grandparents** of enrolled students, with parent/grandparent seats exceeding all other members by at least **two**.
- A **parent or grandparent** must serve as **chair or co-chair**.
- The governing board may fulfill this role **if** it has a two-person majority of parents/grandparents.

2. Election Timeline & Notice

- The School Land Trust Committee will hold elections **annually**, either in the fall or spring (but before the last week of the school year), consistently scheduled for at least **four years**.
- **At least 10 days** before voting begins, notify all parents (and staff, if applicable) of:
 1. Dates/times of elections
 2. Open council positions
 3. How to run as a candidate

3. Candidacy & Balloting

- Any eligible parent/grandparent may **file as a candidate** per the school's timeline.
- Use **secret ballots**, cast into a secure ballot box; count by Director/designee and publish results upon request.
- If filings are less than or equal to **open seats**, skip the ballot; candidates are **appointed automatically**.

4. Terms & Filling Vacancies

- Council members will serve **two-year staggered terms** so approximately half will be elected annually.
- If a seat remains vacant post-election or due to resignation:
 - Parent-open: filled by **parent vote among current parents** .
 - No election needed if candidate count is less than or equal to the number of seats .



5. Post-Election Requirements

- **By October 20**, the Director will post on the school's website:
 - Invitation to serve & election process
 - School's LAND Trust allocation
 - Teacher & Student Success Plan link
 - Approved meeting minutes (past year)
 - Upcoming meeting schedule
 - Contact info for committee
 - Final reports (last 2 years)
- The Director will submit on LAND Trust portal the election assurance and membership list.

6. Roles & Meetings

- At first post-election meeting, council elects:
 - **Chair** (must be parent/grandparent)
 - **Vice-chair** (must be parent/grandparent/employee).
- Meetings must be **public**, follow **Open & Public Meetings Act**, and agendas/minutes recorded per R277-491 & §1203.

7. Incorporation into Rules & Annual Updates

- Governing board approves formal "**Rules of Order & Procedure**", including election provisions.
- These rules will be **reviewed and re-voted annually** each fall.