



17267 Yale Street NW
Elk River, MN
763-595-1213
admin@threeriversmontessori.org

Annual Board of Directors Election Process and Procedure

I. COMMUNICATION OF BOARD ELECTION

- A. Utilizing the Board Development Team process, the Board will solicit candidates for open Board positions at least two months prior to the election.
- B. At least one month prior to the online election, information regarding candidates running for open Board positions will be sent to eligible voters.
- C. The same communication will include information on the timeline, process, and location for voting.

II. MASTER VOTER ELIGIBILITY LIST

- A. Voter eligibility will be limited to:
 - 1. Any natural, step or foster parent or any legal guardian of a student enrolled at Three Rivers Montessori shall have one vote.
 - 2. Any student currently enrolled at Three Rivers Montessori who is 18 years of age or older on or by Election Day shall have one vote.
 - 3. All paid Three Rivers Montessori staff members employed at the school (at the time of the election), including teachers providing instruction under a cooperative, shall have one vote.
 - 4. All Three Rivers Montessori School Board members shall have one vote.
 - 5. No person shall have more than one vote.
- B. A Master Voter Eligibility List shall be printed out 2 days prior to the date of the online ballot being sent to all eligible voters.
- C. Any eligible voter that was either missed or became eligible since the printing of the Master Voter Eligibility List will have to register in person at the online voting station located at the polling location.

III. VOTING/ELECTION DAY

- A. The Election shall be held in April, on a date determined by the Board of Directors.
- B. Voting shall be conducted via electronic means through a Board-approved online election software program/system.
- C. The online election will be facilitated by the Board-approved designee; typically, the School's Executive Administrative Assistant.
- D. An email message will be sent to all eligible voters (see Master Voter Eligibility List) which will include the link to participate in the online election.
- E. For eligible voters without an email address, as determined via a report to be pulled from the student database management system, an online polling location will be made available at the high school building only from 7:00 a.m. – 7:00 p.m. on Election Day, in the office of the Executive Administrative Assistant.

- F. The Board-approved election designee will ensure security of the polling location at all times on Election Day.
- G. Eligibility of voters without an email address on the day of election will be determined by the Master Voter Eligibility List.
- H. The appointed staff person will ask for a Driver's License, State Issued I.D., or other eligible form of identification, as determined by the School Board, as a method to establish eligibility (criteria listed in Section I.A. above) for those eligible voters who choose to vote at a school building location.

IV. VERIFYING ELECTION RESULTS

- A. Verification of election results will be done by the Board-approved Election Judge. The Board approved Election Judge and/or their designee will secure the results of the election from the Board-approved online voting program.
- B. The verification window will be from the close of the election and prior to 11:59 p.m. on the following Saturday.
- C. In the event of a tie, a runoff election between the tied candidates will be held within two weeks.
- D. After the election results have been retrieved, and the elected candidates determined, the Master Voter Eligibility List will be maintained in a secure location for one year.
- E. The School Board Chairperson will contact the Three Rivers Montessori Executive Director with the results of the election. No tallies will be given until the results have been certified by the School Board.
- F. The School Board Chairperson will call all candidates to inform them of the results (winners first), congratulate them, and remind them of the date for their first meeting.