

PROGENY ACADEMY
School Board Election Procedures

Last Updated: June 8th, 2024

Minnesota Statutes, section 124E.07 BOARD OF DIRECTORS.

Subd. 3. Membership criteria.

- The ongoing charter school board of directors shall have at least five nonrelated members and include:
- at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school. The board structure may include a majority of teachers under this paragraph or parents or community members, or it may have no clear majority. The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members. No charter school employees shall serve on the board other than teachers under clause (1). Contractors providing facilities, goods, or services to a charter school shall not serve on the board of directors of the charter school.

- (b) An individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.

I. COMMUNICATION OF BOARD ELECTION

- A. 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 Progeny Academy Charter School shall have one vote.
 2. All paid Progeny staff members employed at the school (at the time of the election), including teachers providing instruction under a cooperative, shall have one vote.
 3. All Progeny School Board members shall have one vote.
 4. 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 with the district office.

III. VOTING/ELECTION DAY

- A. The Election shall be held in May, 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.
- 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 school building from 9:00 a.m. – 3:45 p.m. on Election Day, in the office of the school support staff.
- 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 Progeny 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 contact all candidates to inform them of the results, next steps including mandated training and remind them of the date for their first meeting.