

SCC Elections

All DOE public schools are required to hold SCC elections.

Nominations

The nomination process should include:

1. Announcements to request nominations for the SCC through school newsletters, community newspapers, bulletins, etc. The process should encourage qualified candidates to run. Information should include deadlines and the location for submitting nomination forms.
2. Identification of contact persons responsible for the nomination process.
3. Informational meetings for all interested candidates regarding qualifications, roles and responsibilities of SCC members, and procedures for nominations and elections. In addition, school newsletters may include information on each candidate.
4. Meetings at which candidates are introduced to the school community to provide voters an opportunity to meet the candidates and to provide equal time for candidates to publicize their campaigns.

The nomination committees should consider the following:

- Was there a wide solicitation for nominees?
- Were qualified candidates encouraged to run?
- Does this process promote diversity in representation?

Voting

The voting process should include:

1. Determination of a date for voting and method for counting ballots
2. Publicizing the election
3. Preparation and distribution of the ballots
4. A method of counting ballots to insure fairness and integrity.
5. A formal announcement of winners to all candidates

The election committees should consider the following:

- Does the election process give everyone a fair chance at voting?
- Are election rules fair and impartial?
- Who is eligible to vote and how is their eligibility verified?
- Send a notice to the school community if a candidate ran unopposed. The candidate will fill the vacant position for the next term of office provided that the SCC nomination process was followed, and the role group chose not to send out ballots and conduct an election.

Announcement of Elected Members

A public announcement of the election results to the school community should be made. The announcement could be posted on the school's website or in a newsletter.

Vacancy

Any vacancy on the SCC shall be filled for the remainder of the un-expired term through the appointment of a duly elected alternate. If the composition of the SCC falls below legal requirements and no alternates are available, vacancies for the un-expired term may be filled by a special election or by recommendations from the principal with selection and appointment by the SCC.

