

AR 8120 ELECTIONS

Election Procedures

1. Notice of election shall be posted six weeks prior to the election and will note the vacancies for each Advisory School Board in the district.
2. A petition for each candidate signed by ten qualified voters will be required to be on file in the district's office of the Superintendent or designee three weeks prior to the election. Petitions shall be available when election notices are posted. If the petition is received after the deadline, the candidate's name will not be considered. However, an individual may seek election on a write-in basis.

Ballots

1. **Sample Ballots:** Sample ballots will be made available three working days after the close of the date for receipt of nominating petitions. They shall be printed on colored paper and clearly marked, SAMPLE BALLOT.
2. **Official Ballots:** Official or regular ballots shall be prepared on white paper and be available to each precinct, except second class cities in the district, prior to election day.
3. **Absentee Ballots:** Absentee ballots will be available three days after the closing date for the receipt of petitions. These may be requested from the district office or from the individual schools, or from the city clerk of any second class city in the district.
4. **Question Ballots:** If a ballot is questioned by the precinct committee, i.e. one or more members of the committee have reason to believe the voter is not qualified, the ballot shall be sealed in a plain inner envelope, then sealed in an outer envelope, upon which pertinent data concerning the voter shall be affixed.

Appointment of Election Committees

The Superintendent or designee shall be responsible for appointing election committees and shall designate the election committee chairperson. The election committee shall be selected at least three weeks prior to the election whenever possible. In no instance shall this committee be less than three members nor shall it be composed of candidates in the election or their spouses, or parents, or children.

Each Advisory School Board Election Committee shall have a chairperson. This person is responsible to see that all materials are on hand prior to the election and that proper election procedures are followed throughout the election. He/she is in charge of the voter registration list. In addition the Election Committee chairperson shall:

1. Be sure sufficient numbers of ballots are on hand.
2. Be sure they have ballot boxes and keys are on hand.
3. Be sure the polling place is available and set up on that date.

4. Gather all supplies-- pencils, tally sheets, registration sheet, envelopes forms, etc.
5. Make certain election judges will be in attendance.
6. Review all relevant materials.
7. Determine ballot box is empty prior to casting of first ballot.
8. Instruct fellow judges regarding the signing of the voter registration list, etc.
9. Keep all polls open from 8:00 a.m. to 8:00 p.m.
10. Be in charge of counting ballots with other judges.
11. See that all judges sign a statement of the ballot count (signifying they agree with the tally).
12. See that the ballot box is locked and placed in the custody of the principal or principal teacher for delivery to the district central office.
13. See that the keys to the ballot box are mailed back to the Superintendent of Schools.

Election Committee Compensation

Election officials other than the chairperson shall be paid at the district rate for temporary hire. The chairperson shall receive this rate plus \$1.00 per hour.

Revised 9/97

Polling Time and Places

Time and Place - all Advisory School Board elections will be held the first Tuesday in October. The polls will be open from 8:00 a.m. to 8:00 p.m. and will coincide with or be in close proximity to the polling place for general elections.

Ballot Boxes - each community will be provided a ballot box with a lockable lid and key for the election. Booth - a private voting booth will be available at each polling place.

Procedure for Voting

Each voter upon presenting himself/herself at the polls shall have their name checked against the voter registration list. If their name appears on the list, they shall be given an official ballot and may proceed to vote. If their name does not appear on the list, but the committee has knowledge that they are qualified voters, they shall be given an official ballot and may proceed to vote. If one or more members of the committee has doubts concerning a voter's qualifications, the person shall be given an official ballot and may vote but the ballot shall be placed in a question ballot envelope. The necessary information shall then be affixed to the envelope, and the envelope inserted in the ballot box. The validity of question ballots shall be determined at the time election results are certified.

Counting of Ballots

All unused official ballots shall be destroyed immediately when the polls close. After the polls close, no person may at any time handle the ballots at the same time he or she is holding a pen, pencil, or other writing instrument. After tallying the ballots, the ballots including question ballots and other election materials shall be put in the labeled envelopes provided and returned to the ballot box which shall then be relocked. The unofficial results may be posted. The keys shall be mailed by the election chairman to the superintendent and the ballot box turned over to the principal who delivers same to the Central Office as soon as possible. The committee may then post the unofficial results.

Certification of the Election

The School Board at its next meeting shall open each ballot box, rule on any question ballots, count absentee ballots, and certify the election for each community.

Write-in Candidates

A write-in candidate may be elected provided that the individual is a qualified Advisory School Board voter.

If a write-in candidate receives the largest number of votes, the individual shall be immediately contacted by the Superintendent or designee concerning acceptance of the position. If the individual declines, the second highest vote getter shall be contacted.

Tie Vote

In the event a tie occurs with the two highest vote getters receiving an equal number of votes, a recount of the ballots, according to the procedure below, shall be made. The expense of the recount shall be borne by the district. In the event a recount confirms the tie, the Advisory School Board shall immediately notify the candidates who received the tie votes of the time and place where lots shall be cast to determine the winner.

Recount Procedure

If necessary, a recount committee of three citizens who are acceptable to all the candidates and who have not been candidates themselves in the election shall be appointed by the Superintendent or designee.

A recount shall take place in the District Office following a 24-hour posting of such a recount and notification to all affected candidates, with representation present from all candidates if they desire.

The results of any recount shall be certified at the next regularly scheduled School Board meeting.

Recount by Candidate's Request

Following certification by the School Board, requests for a recount must be made within 15 days by candidate's request. Such a request shall be accompanied by a check or money order for \$100 to pay for the expenses of said recount. This request for a recount

shall be made to the Superintendent or designee. The procedure shall be as outlined above.

9/92

Adopted 11/23