



Inspiring Success in the Minds and Hearts of Gifted Children since 1994

Election Committee Charter

The Election Committee (the “Committee”) of Stargate School’s Board of Directors (the “Board”) is chartered to design and implement annual elections.

Membership

The Committee consists of at-will volunteers from the parent population or the community at-large. All volunteers ultimately serve at the discretion of the Board. The Committee Chairperson shall be appointed each year by the Board.

Term

There is no time limit for serving on this committee. The Committee Chairperson term is one year and is renewable at the discretion of the Board.

Meetings and Procedures

The Chairperson (or their designee) shall preside at each meeting of the Committee and set the agendas for Committee meetings. The Committee shall have the authority to establish its own rules and procedures for notice and conduct of its meetings so long as they are not inconsistent with any provisions of the School’s Bylaws and/or Board policy. Notices of upcoming meetings will be e-mailed to Committee members and the Board liaison before a meeting.

Responsibilities

- Develop policies, procedures and timelines for a fair and honest election process
- Enforce and adhere to the election policies, procedures, and timelines
- Inform the Stargate Community (parents / guardians, teachers, staff) and particularly the candidates of the election process
- Work with the Recruiting Committee and other resources to provide information about the election timeline and candidates.
- Election committee will refer to the election policy 1.6, should a candidate shortfall occur.
- Conduct the election by agreed upon method.
- Tally the votes and report the results of the election to the Board of Directors and the Stargate Community.

Confidential Information

The Committee may have access to confidential or non-public information of the School. Committee members shall comply with the Confidential Information provisions included in the School’s Bylaws. Each member will review and sign the Committee Handbook.

Completion/Dissolution

The Committee’s charter shall be reviewed annually by the Board.