

Sample Minutes for School Council Election

Linwood Elem. @ CB Watson School

August 27, 2013

1. Call to Order

Presiding Officer Robbie Adams (name) called the election to order at 6:04pm (time).

2. Recognition of Electing Body, Roles/Responsibilities of School Council Members, Position(s) Available on School Council, School Council Election Procedures

Presiding Officer Robbie Adams (name) welcomed and recognized the School Council (type) electing body of Linwood Elem. @ CB Watson (school). Robbie Adams (p.o. name) explained the election procedures, discussed the roles/responsibilities of school council members, and stated the position(s) available on the council along with the term length.

3. Nomination(s) for School Council Membership

Presiding Officer Robbie Adams called for nominations from the floor for two (2) open positions for 2 year Parent Representative (position/term length). The following persons were nominated for this Position(s):

1. Donica Betts
2. Stephanie Downey

Presiding Officer Robbie Adams (name) accepted nominations until no further nominations were made by the electing body. Robert Downey (p.o. name) asked for a motion from the electing body to close nominations on this position(s). Delmarie Bentley (p.o. name) then asked for a second motion and a majority vote of the electing body to close nominations on this position(s).

4. Voting Procedures

Presiding Officer Robbie Adams (name) instructed the electing body on the following voting procedures:

1. The electing body will write in the position and term length on the ballot.
2. The electing body will write in the name of the nominee on the ballot for whom they wish to vote.
3. The plurality method will be used in conducting the election. One vote will be taken. The nominee with the highest number of votes is elected to the school council. Where two individuals tie with the highest number of votes, subsequent votes will be required until one single individual emerges with the highest number of votes.
4. Each member of the electing body should turn in their own completed election ballot to the election tellers for counting.

