

Site Committees Election Process Guide

This is intended to give you **ideas and support** in the process of electing your site committees. These steps are not required, only suggested based on successful school practices.

1. NOMINATIONS:

- a. Send out a nomination letter. (Sample on SFUSD website.)
 - i. Ask school staff and active parents to make recommendations and actively recruit parents.
 - ii. Announce at school/class meetings, morning assemblies, and any other school event.
 - iii. Assure everything is sent out in the major languages of the school community.

2. ELECTIONS:

- a. Check requirements for each of the committees (all parents vote for SSC, only parents of ELs may vote for ELAC members even though anyone can be nominated).
 - i. Call each of the possible candidates to thank them for their participation, reassure them that they will get all the information and training they need to do the job, answer questions, and ask them for a simple sentence for why they want to join.
 - ii. Organize a candidate's night so parents can meet the volunteers.
 - iii. Make ballots for each of the committees or a combined ballot (a composite ballot). (Samples on SFUSD website.)
- b. Send out ballots based on requirements (see 2.a above). Collect and count ballots. It is fine to accept ANYONE who received a vote to serve on the committee if there are few people running. Make sure the composition of each committee is compliant.
- c. Count ballots, notify the new members, and announce to the school community through an assembly, the newsletter, a bulletin board, etc.
- d. File ballots in the committee's binder.
- e. Set up the first meeting for each of the committees.
- f. Assure there is translation, etc.
- g. Have the by-laws ready for the first meeting to assure the committees run according to the by-laws and there is a process to elect the various offices.

3. ON-GOING:

- a. Post meeting times and agenda 72 hours before each meeting.
- b. Keep a binder of the election results, by-laws, agendas, minutes, etc.

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