

Rilke Policy 004: Elections

1. General Purpose
 - a. This policy outlines the purpose and manner in which the APC Election Committee discharges its functions defined in the Rilke Schule APC Bylaws.
2. Committee's Scope and Authority
 - a. Promote open and transparent elections.
 - b. Serve as the initial point inquiry or appeal for election-related matters.
 - c. Ensure no candidate's free speech is abridged.
 - d. Solicit, review, and accept applications from candidates for APC membership
 - e. Nominate individuals as candidates for APC membership, if fewer candidates are declared than the number of vacancies.
 - f. Establish a standardized form for all candidates to use to share information and reasons for seeking APC office.
 - g. Provide copies of candidates' information form and statements for publication in the school newsletter and website.
 - h. Set and enforce deadlines for nominations and submission of information, in part to prevent candidates filing later for election to tailor their responses to other candidates or otherwise have an unfair advantage.
 - i. Set and moderate a public forum to introduce candidates.
 - j. Prepare printed ballots with order determined by random drawing of names.
 - k. Request most current listing of parents and guardians from the school staff to establish the eligible voter roster. Only the first two (2) parents/guardians listed in the record system are considered eligible to vote.
 - l. Establish absentee voting procedures, and to solicit approval of the procedures from the APC board at a regularly scheduled January APC meeting.
 - m. Conduct the annual election.
 - n. Hear and resolve election complaints and concerns.
 - o. Prepare election result report and provide copies to the APC for certification no later than two (2) APC meetings after the election.
3. Committee Chair Responsibilities
 - a. Set firm dates for accepting nominations, absentee voting, and the annual meeting elections. These dates shall not be changed once set, and shall be transmitted to the APC chair during a regularly scheduled December APC meeting, where the APC chair will publicly announce them.
 - b. Establish absentee voting procedures.
 - c. Record committee actions, decisions, and complaints/concerns.
 - d. Lead the vote counting and election result/recommendation report writing, and present these results to the APC board.
4. Complaints and Concerns
 - a. All formal complaints or concerns regarding elections shall be submitted in writing to the Election Committee chair.
 - b. All committee members shall have the opportunity to discuss all issues. An absolute majority of all members, whether casting a vote or not, is required for the committee to take action.
 - c. Upon presentation of a signed petition from at least five percent of the eligible voting parents/guardians to the APC chair, an individual may appeal an Election Committee ruling to the APC board. The APC shall consider the matter within ten (10) days of the petition being presented at a regular or special meeting.
 - d. Full APC board votes on an election matter are final rulings and may not be further appealed.