Attachment E

**PROCEDURES FOR NOMINATION AND ELECTION OF OFFICERS FOR SCHOOL AND CENTRAL ADVISORY COMMITTEES AND SCHOOL SITE COUNCILS**

* Membership on the committee/council must first be established.
* A quorum of members must be present at the start of the process to elect officers. The quorum is 50% plus 1 member.
* Members are to sit in a designated area, separated from the public and/or guests, and must remain in their seats during the voting.
* If a member leaves the room, the person must turn in all ballots. If a member returns during the voting process, the member will not be seated in the designated area until voting is completed.
* Nominees must be physically present to be nominated and/or elected.
* Separate ballots must be provided for each member to be elected to office and must be counted and recorded in view of all members. Ballots may be numbered to ensure valid results. For committees operating under the Brown Act, there is no secret voting. Each vote must take place through a member raising his/her hand.
* A run-off election is held among the top two vote-getters when no one receives a majority vote.
* Any member who arrives after voting has begun for an officer vacancy may not participate in that election. He/she may participate in the election of subsequent officers.
* All electronic devices including iPads, laptops, iBooks, and cell phones must be turned off during the election. No texting is permitted.
* All members must be attentive to the person facilitating the election (electioneer). Sidebar conversations are not permitted.
* No campaigning or soliciting of votes will be permitted.
* If a member chooses not to vote, the ballot must still be submitted and is marked “void”.
* Each candidate will have one minute to speak before the election.
* Any irregularities during the process may result in the participant being disqualified from voting.