



Fossil Ridge Band Boosters

COVID-19 Election Procedure for Board Members FY2021

PROCESS DETAILS FOR:

ARTICLE 3 (OFFICERS) Section 2. (Election and terms)

Each year, the Officers and Committee Heads shall be elected at the annual meeting of the members to serve a term of one year. Each Board member shall be elected by a majority vote of the members. In the event that the duties of any Committee Heads are shared, (for instance, co-chaired) the shared Committee Head position shall have only one vote.

ARTICLE 4 (OFFICERS) Section 3. (Election and Term of Office)

Section 3. Election and Term of Office

Board members shall be elected by the members and each officer shall hold office for one year, or until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first. There is no limitation on the number of terms any person can serve in any office. The person serving as President must have been a Board member for at least one year prior to becoming President unless otherwise approved by the Board.

WHEN THIS PROCESS IS INVOKED:

Use this procedure for the election of board members at the Band Boosters annual budget ratification and board election meeting. **This is a contingency procedure for school year 2020-2021.**

Background

In March 2020, Poudre School District closed all facilities as part of its COVID-19 response. The Board switched to online-only meetings as well. This procedure is an update to Version 1 of the standard election procedures that utilized online tools to accomplish the election.

PROCESS DESCRIPTION:

No later than one month prior to the Annual Meeting (Scheduled for August 24, 2020):

- The band boosters board must ensure that all anticipated board vacancies are published in the public meeting notice, with a deadline date set for receipt of nominations for the board vacancies. These should be directed to the Fossil Ridge Band Boosters Secretary in writing by the stated deadline **(7 PM MDT, August 9, 2020)**.
 - **IMPORTANT:** The Committee Heads whose responsibilities include direct logistical support of marching band performances (Food, Props, Uniform, and Pit) are nominated by the band staff; booster members seeking those board seats should notify the band staff **5 PM MDT, August 6, 2020**. Band Staff provides the list to the Secretary by the deadline in the public meeting notice **(7PM MDT, August 9, 2020)**.
- If no incoming board seat is vacant or contested, the exiting board ratifies that all positions are filled by the nominees.
- In the event that any board seat is open or contested (e.g., has more than one nominee seeking election to the particular seat), a Google Form will be created with the following information:
 - Parent/Guardian Name

- Band Program Student Names (one or more)
- List of vacant or contested board positions that can selected
- The Google Form is the ballot used for the election

VOTER VALIDATION:

The band staff maintains the roster of students and their parents/legal guardians. The Google Form will be validated against the band roster to ensure band program student names are validated.

COUNTING VOTES:

There will be a *single vote per band student*. Parents or legal guardians must be present at the online annual meeting to submit their votes.

AT THE ANNUAL MEETING:

1. When the election agenda item is reached, the Secretary introduces the topic to the member assembly, and then provides a brief description of the process detailed below.
2. The Secretary details the disposition of the UNCONTESTED board seats – these are defined as:
 - a. Those whose incumbents are continuing on in the role without a contesting nominee having been received
 - b. Those whose incumbents are not returning AND for which only one nominee is seeking election
3. In the event of vacant board seats for which no nominees have been received, the Secretary will call for the incoming board to seek to fill these by appointment at their first board meeting following the election.
4. A board motion will be entered/seconded to accept the UNCONTESTED nominees by popular acclaim (e.g., without a member vote, given that it is not needed)
5. For CONTESTED board seats, the following election process will be followed:
 - a. The contested seats are announced to the assembly, with the nominees for each given an opportunity to BRIEFLY address the member audience (1 min. max) to introduce themselves and describe why they are a good fit for the position.
 - b. A link to the Google Forms for voting will be supplied to the online meeting participants via a chat during the course of the online meeting. If chat is unavailable, the link will be displayed on screen by the meeting host so people can type it in manually.
 - c. All online votes submitted through Google Forms will need to be received within 15 minutes of the link being sent out, or as appropriate given technical issues, etc. The purpose is so that the election results can be announced during the annual meeting.
 - d. The band staff will send a record of the ballot results to the Secretary for permanent records within one business day.

VERSION TABLE

Version	Date	Who	Changes	Date Approved
1.0	7/26/2020	Sessions	Initial version for COVID-19 contingency	