
Appendix - PROCEDURES FOR ELECTION OF BOARD OFFICERS

Reference: [GP104 Election of Board Officers](#)

In accordance with Board policy [GP104 Election of Board Officers](#), Board Officers shall be elected at the first Board of Education meeting in January from among the Board members.

Elections will begin with the Board President, then the Vice President, lastly the Board Secretary. Each position's election will follow the same process:

1. The Business Administrator will accept nominations. Nominations do not require a second and any Board member can nominate any Board member, including him/herself.
2. Following each nomination, the Business Administrator will ask the nominee if he/she is willing to serve. If the member answers affirmatively, he/she will become an official nominee. If the member answers negatively, he/she will not be considered a nominee.
3. Only after it appears clear there are no further nominations:
 - a. The Business Administrator will accept a motion to close nominations.
 - b. This motion requires a second.
 - c. The Business Administrator will ask for questions or comments.
 - d. The voting on the motion to close nominations shall be by raise of hand. In order for those listening to the meeting through audio to understand the vote, the Business Administrator will indicate each member who is raising his/her hand.
 - e. This vote requires a 2/3 majority of those present to vote in the affirmative. If all seven Board members are present, five must vote in the affirmative.
 - f. If the required 2/3 is achieved, the election will begin. If the required 2/3 majority is not achieved, the Business Administrator will go back to accepting nominations. In other words, those dissenting votes will be asked to submit a nominee for consideration.
4. For the voting on candidates for a position:
 - a. The Business Administrator will ask for questions or comments.
 - b. The voting shall be by raise of hand. In order for those listening to the meeting through audio to understand the vote, the Business Administrator will indicate each member who is raising his/her hand.
 - c. Candidates for an office shall be voted on according to the order in which their nominations were received.
 - d. The first candidate to receive a simple majority—four or more votes if all seven Board members are present—is elected to the office and the voting ceases for that office.
 - e. If no candidate receives a simple majority due to more than two candidates receiving votes, the candidate(s) receiving the lowest number of votes will be asked if he/she voluntarily withdraws from the contest. No matter the choice of the person(s) with the lowest number(s) of votes, a second round of voting will occur that may or may not

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- include the name(s) of the candidates with the lowest number of votes. If after the second round of voting, no candidate receives a simple majority, the election will move to a run-off vote.
- f. The run-off vote will be only between the two candidates receiving the two lowest numbers of votes. This vote will be by raise of hand. After the run-off vote, a final round of voting will take place, by hand, to determine a majority winner.
5. If the final election ends in a tie due to the absence and/or inability of a Board member to be present, no action will be taken on the vote. As no candidate received a majority, no one was elected. The Board will then need to decide if it would like to hold a second vote, or if it would like to table the election until such time that all Board members can be present and which satisfies the timeline required by law. A motion, second, and vote will need to be taken on what to do. The current Board Officers shall remain in their positions until successors are duly elected.
6. If the final election ends in a tie due to a Board member who is present abstaining from voting:
- The Business Administrator will ask Board members to consider that they are asking that chance determine their leadership rather than themselves. Then the Business Administrator will ask for a revote. If the revote remains a tie, the election shall be determined by toss of a coin.
 - Both candidates shall determine that a coin has a "heads" and a "tails."
 - The candidate who was nominated first shall select which side he/she chooses to represent him/herself.
 - The Business Administrator will toss the coin and allow it to fall to the ground. The coin must lay flat. If the coin does not lie flat, it will be tossed again.
 - The candidate whose assigned side of the coin is visible shall be considered elected to the office.

Based on:

1. Board of Education Governance Process Policy (GP) 104
2. Legal counsel (Burbidge & White)
3. *Robert's Rules of Order*
4. Utah School Boards Association
5. Jordan School Board precedents

"Election of Board Officers" as prepared by John Larsen, Jordan School District Business Administrator, January 2015.