

**First Reading: March 21, 2011**  
**Reviewed: November 25, 2019**  
**Reviewed: October 26, 2020**  
**Reviewed: October 28, 2021**  
**Reviewed: October 24, 2022**

**HOPKINSVILLE MIDDLE SCHOOL COUNCIL POLICY**

District: Christian County

School: Hopkinsville Middle School

<b>Council Policy Type</b>	<b>Policy Number</b>
_____ By-Laws (Council operational policies)	
<u>X</u> Function (School Operational Policies)	

<p><b><u>Policy Topic Description</u></b>  <b>Council and Parent Election Policy</b>  <b>Statutory Authority –KRS 160.345(a)(b)</b></p> <p><b><u>Policy Statement</u></b></p> <p><b>This policy is intended to act as a guide in the election of both parents and teachers to council membership in order to make organizational decisions which affect student achievement.</b></p>
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Pursuant to statute listed above, HMS will follow the guidelines below in electing parents and teachers to council membership each year.

**Teacher Council Member Nominations and Elections-**

- HMS teachers will identify two teacher leaders to run the election process and oversee the nomination and election of the SBDM council representatives.
- HMS teachers will establish a nomination process and time period in which candidates may be recommended to appear on the teacher ballot.
- HMS teachers will meet in the HMS Library in May of each school year, or if a vacancy occurs they will meet to re-fill that position, for SBDM member election purposes.
- Ballots will be counted by the teacher leaders and results will be relayed to the teachers at the meeting. Ballots will be stored in the vault with parent ballots for three years.
- Elections will continue until all members are elected by a majority vote. (More than half of all teachers assigned to the building for any part of the day)

- If positions remain unelected due to lack of majority and three or more candidates remain, the candidate with the least amount of votes will be dropped from the ballot and the remaining candidates will be voted on again.
- Teacher leaders are responsible for giving election results to the Principal and the SBDM secretary.

#### Parent Council Member Nominations and Elections-

- HMS PTO President will run the election process and oversee the nomination and election of the SBDM council representatives.
- HMS PTO will establish a nomination process and time period in which candidates may be recommended to appear on the parent ballot.
- HMS PTO will meet in the HMS Commons for SBDM member election purposes in May of each school year and if necessary, during the school year to fill any vacancies.
- Ballots will be counted by the PTO President and results will be relayed to the parents at the meeting, and stored for three years in the school vault.
- Elections will continue until all members are elected by a majority vote (More than half of all parents with pre-registered students to the HMS student body.)
- If positions remain unelected due to lack of majority and three or more candidates remain, the candidate with the least amount of votes will be dropped from the ballot and the remaining candidates will be voted on again.
- PTO president responsible for giving election results to the Principal and the SBDM secretary.

First Reading: March 21, 2011

Chair Person's Initials: \_\_\_\_\_

Date Reviewed: November 29, 2018

Date Reviewed: November 25, 2019

Date Reviewed: October 26, 2020

Date Reviewed: October 28, 2021

Date Reviewed: October 24, 2022