

UTAH STATE BOARD OF EDUCATION POLICY
Policy Number: Board – 2002
Policy Name: Board Officer Elections Procedures
Date Approved: November 4, 2021

By this policy, the Utah State Board of Education (the Board) establishes the following internal rules and procedures for conducting Board officer elections, to be followed in addition to the provisions of Article VI of the Board’s Bylaws:

1. Election Timing and Pre-election Process

- a. After the general election in November, and prior to the Board’s election meeting, the Vice Chair shall direct the Board secretary to contact each voting Board member by email or other approved means to:
 - i. Inquire as to the Board member’s willingness or desire to serve as a Board officer; and
 - ii. accept nominations for each position from any Board member.
- b. The Secretary shall compile and distribute election information to the members of the Board eligible to vote, including the date and time of the election, candidate names, written statements, and election procedures.
- c. Prior to elections for leadership positions, the Board shall vote to establish the number of vice chairs to be elected to serve on the Executive Committee.
- d. Voting Board members may make nominations for Board Chair and Vice Chair during the Board meeting at which elections occur. Each candidate for Board Chair and Vice Chair shall have an opportunity to briefly address the Board as to the candidate’s position and Board members may ask questions of the candidates prior to voting.

2. Election Process and Rank Choice Voting

- a. Board members:
 - i. shall be present at the meeting to cast a vote; or
 - ii. shall participate in the meeting electronically in accordance with Subsection R277-101-4(5)
- b. The Board Secretary shall distribute ballots with the names of each candidate printed thereon to Board members.
 - i. The Board shall vote on each position separately.
 - ii. The Board Secretary shall collect all ballots, or if elections are conducted electronically, members shall submit their ballot via email or other prescribed electronic means to the Board Secretary.
- c. Each member shall write their name on the ballot and rank the candidates in order of the member's preference – 1, 2, 3, 4, etc. The Secretary and Vice Chair shall count the first choices of each member. If, after counting all members' first choices, no member has received the support of eight members, the candidate with the least first place votes shall be eliminated. If more than one member has the least number of first place votes, a runoff vote will be held to determine which candidate advances to the next round. The Secretary and Vice Chair shall then recount each original ballot counting the vote from each ballot for the highest ranked candidate who has not been eliminated.
- d. If no candidate receives at least eight votes after the second round, the process shall continue until one candidate is the highest ranked by at least eight members of the Board.
- e. If after the balloting, there is a tie vote, or no candidate receives the support of at least eight members, a re-vote will be taken amongst the two highest ranked candidates until a winner is selected.
- f. The Vice Chair shall announce vote tallies immediately following each vote during the public meeting, and ballots will be available for public inspection following the Board meeting. The Board Secretary shall

record each member's votes by round in the meeting minutes.

3. Vacancies and Removal

- a. If a vacancy occurs prior to the end of the term of the Chair, the Vice Chair shall assume the position of Chair for the unexpired portion of the term. In the event of multiple Vice Chairs, the 1st Vice Chair shall assume the position of Chair for the unexpired portion of the term, and the 2nd Vice Chair shall assume the position of the 1st Vice Chair for the unexpired portion of the term. The Board shall use the procedures outlined under Election Procedures to elect a new Vice Chair.
- b. If a vacancy occurs prior to the end of the term of the Vice Chair(s), the Board shall elect one of its members to fill the office for the unexpired portion of the term. The election process will follow the same procedures outlined under this policy, with the exception that the replacement Vice Chair(s) election may occur up to a two-month time frame from when the vacancy is noticed to the Board.
- c. The Board may remove a Board officer from office for cause by a vote of two-thirds of the Board in accordance with Subsection 53E-3-201(6).