



The Academy for Technology and the Classics

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ATC Governing Council

Election Guidelines for October 25, 2017 Election of Governing Council Members¹

September 5, 2017 ATC administration shall give notice of nomination process, candidate forum, and election process through posting on ATC website, sending a letter home to parents/guardians, and School Messenger parents/guardians

- All parents and guardians of current ATC students and all ATC teachers and administration are eligible to vote
- Three Council members shall be elected: two who are a parent/guardian of a current ATC student, one who is a community member. One member of either the parent/guardian group or the community member must have an education background. The term of office is November 2017 through October 2020
- A nomination form for candidates will available through the ATC website and through ATC office

ATC administration will send a press release to Santa Fe newspapers announcing nomination and election process

October 12, 2017 Nominations **MUST** be submitted to ATC administration **October 12, 2017 by 5:00 pm²**

- Candidates must fill out nomination form developed by ATC administration with pertinent contact information and a statement of interest; candidates may supply a resume
- Nomination forms must be submitted by email to Jennifer.cintas@atcschool.org, by facsimile to 505-467-6513 c/o

¹ These procedures are intended as guidelines only, and errors in not following the guidelines shall not invalidate the election.

² Nominations submitted or arriving after October 12, 2017 at 5:00 pm will not be accepted.

Jennifer Cintas, or by mail or by hand delivery to ATC c/o Jennifer Cintas

- October 13, 2017** **ATC administration shall give notice of all candidate nominations by posting on the ATC website, sending a letter home to parents/guardians, and providing parents/guardians with a School Messenger.**
- Candidates shall be posted alphabetically by Council position sought, i.e., parent/guardian member or community member
- October 18, 2017** **ATC administration shall have prepared ballots and the voting roll; election committee, composed of persons who will assist in conducting the election, shall have been selected by ATC administration**
- October 19, 2017** **ATC holds candidate forum at ATC Phoenix Center at 5:30PM**
- October 25, 2017** **ATC holds Governing Council election in ATC front office 7:30 am – 4:30 pm**
- Election committee counts ballots³ and announces results, which are posted on ATC website as soon as practicable
- November 16, 2017** **ATC Governing Council holds organizational meeting, inducts new members, and elects officers 5:30 pm**

³In the event of a tie vote, the winner shall be determined by a flip of the coin with the person whose last name is earliest in the alphabet and who is available calling the coin side.