

UTAH STATE BOARD OF EDUCATION POLICY
Policy Number: 2002
Policy Name: Board Officer Elections Procedures
Date Approved: October 7, 2016

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) After the general election in November, and prior to the Board’s election meeting, the Board secretary shall contact each voting Board member by email or other approved means to:
 - a) Inquire as to the Board member’s willingness or desire to serve as a Board officer.
 - b) Accept nominations for each position from any Board member.
- 2) The Board Secretary will invite each candidate to submit a statement for consideration by the other members of the Board.
- 3) 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.
- 4) Prior to elections for leadership positions, the Board will vote to establish the number of vice chairs to be elected to serve on the Board Executive Committee.
- 5) Voting Board members may make nominations for Board Chair during the Board meeting at which elections occur. Each candidate for Board Chair shall have an opportunity to briefly address the Board as to the candidate’s position.
- 6) Ballots with the names of each candidate printed thereon will be distributed to Board members. Each member will check his/her personal choice for Board Chair.

- 7) After the results of the election for Board Chair are announced, nominations for vice chair may be made by a voting Board member. Each candidate for vice chair shall have an opportunity to briefly address the Board as to the candidate's position.
- 8) Ballots with the name of each candidate printed thereon will be distributed to Board members. Each member will check his/her personal choices for vice chairs according to the number of vice chairs determined by the Board.
- 9) After electing the 1st Vice Chair, separate votes will be taken to elect additional Vice Chairs if the Board chooses to elect more than one Vice Chair.
- 10) Board members must be present at the meeting to cast a vote.
- 11) The Secretary and a designee of the Chair, who is not running for office, will tabulate votes immediately following each vote, each confirming results, with the election of Board officers decided by a quorum of the Board.
- 12) In the event of a tie vote, a re-vote will be taken until a winner is selected.
- 13) The Vice Chair will announce vote tallies immediately following each vote during the public meeting, and ballots will be available for public inspection following the Board meeting.
- 14) In the event that 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.
- 15) In the event that 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 Utah State Board Policies and Procedures—Election Procedures, 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.
- 16) The Board may remove a Board officer from office for cause by a vote of two-thirds of the Board. (53A-1-201(5)).