



# The Academy for Technology and the Classics

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## **ATC Governing Council Election Guidelines for October 30, 2018 Election of Governing Council Member<sup>1</sup>**

**September 12, 2018** 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
- One Council member shall be elected: one who is a parent/guardian of a current ATC student and has a financial background. The term of office is November 2018 through October 2021
- 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 newspaper announcing nomination and election process**

**October 11, 2016** Nominations **MUST** be submitted to ATC administration **October 11, 2018 by 5:00 pm<sup>2</sup>**

- 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](mailto:Jennifer.cintas@atcschool.org), or by mail or by hand delivery to ATC c/o Jennifer Cintas

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

<sup>2</sup> Nominations submitted or arriving after October 12, 2016 at 5:00 pm will not be accepted.

- October 12, 2018**     **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 17, 2018**     **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 25, 2018**     **ATC holds candidate forum at ATC Phoenix Center at 5:30PM**
- October 30, 2018**     **ATC holds Governing Council election in ATC front office  
7:30 am – 4:30 pm**
- Election committee counts ballots<sup>3</sup> and announces results, which are posted on ATC website as soon as practicable
- November 15, 2018**     **ATC Governing Council holds organizational meeting, inducts  
5:30 pm                    new members, and elects officers**

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<sup>3</sup>In 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.