

Twin Cities German Immersion School  
FAQ of school board elections  
2016

**Q: *What policy outlines the election process?***

**A: [Policy 215](#)**

You will also find the policy located on tcgis.org web site under 'About us' - select school board, on the right side of the screen - click 'School Board Policies' and select Policy 215

**Q: *What is the timeline of events leading up to the school board elections?***

**A:** Dec: Call for Board nominations emailed to all eligible faculty members

April 6: Call for Board applications and nominations published in *Elternbrief*

April 29: Applications due

May 5: Candidate Bio's published in *Elternbrief*

May 12: (6:30pm - 8:00pm)"Meet the School Board Candidates" PTO Special Meeting

May 15-20: Board Elections

May 20 (4:45pm) Final Ballot Deadline

May 23-26: Election officers count ballots and publish results

May 26: Election Results published in *Elternbrief*

May 26: Board members elect are invited attend the May board meeting

June 26: Board members are inducted board meeting.

**Q: *Who is an eligible voter?***

A: MN Statute 124D.10 Subd. 4(D) - This provision of law identifies "Staff members, including teachers providing instruction, and all parents or legal guardians or children enrolled in the school are the voters eligible to elect the school's board of directors.

Furthermore, TCGIS Policy 215 outlines more specifically:

- A. Any natural, step or foster parent or any legal guardian of a student enrolled at TCGIS shall have one vote.
- B. All paid Staff shall have one vote.
- C. All TCGIS School Board members shall have one vote.
- D. No one may have more than one vote.

**Q: *What is the voting procedure for TCGIS?***

- A. One ballot sheet, one signature card, one Privacy Envelope and one Voting Envelope will make up a 'Ballot'.

- B. Ballots shall be provided for each voter.

*Note: A ballot will be mailed to any Board member if he/she is not a parent or staff member.*

- C. Voting instructions will be disseminated. *Sample voting instructions:*

TCGIS ELECTION - Month, Dates, Year **Voting Deadline is Friday,**

- All parents, all staff, and all students 18 years of age or older, may vote.

- Mark your choices on the ballot with a pen. Write in names are allowed.
- Insert your ballot into the Privacy Envelope and seal it.
- Print your name on the signature card and sign it.
- Insert Privacy Envelope (with ballot inside) and the signature card into the Voting Envelope and seal it.
- Return Voting envelope (containing a separate ballot & signature card) to the TCGIS Office (1031 Como Avenue, St. Paul, MN 55103) by the deadline. It must be postmarked no later than Friday or hand delivered by 4:45 PM on Friday to the Office. The Office will accept ballots from 7:30 AM to 4:45 PM Election Days.
- DO NOT send ballots to school with students.
- PLEASE NOTE: Ballots received without the signature card will not be counted.

- D. Voters may hand deliver Voting Envelopes directly to the TCGIS Voting Location during regular school hours (currently 7:30 a.m.-3:30 p.m.) on election days.
- E. At the Voting Location, Voting envelopes shall be put in the Voting Box unopened.
- F. The Voting Box must be locked in the office when it is not attended.