Adopted: April 10, 2026
Reviewed: _____

Ubah Academy

SCHOOL BOARD ELECTIONS (215)

I. PURPOSE

The purpose of this policy is to provide guidelines and procedures for annual school board elections at Ubah Academy. School board elections are conducted in accordance with Minnesota Statute 124E.07 and Ubah Academy School Board Bylaws.

II. GENERAL STATEMENT OF POLICY

The Ubah Academy Board of Directors is an elected body that governs the school. Minnesota State Statute 124E.07, Subd. 3 states that the following criteria must be met:

> The ongoing charter school board of directors shall have at least five members. The board members must not be related parties.
>
> > The ongoing board must include:
> >
> > (1) at least one licensed teacher
> >
> > (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and
> >
> > (3) at least one interested community member. A community member serving on the board must reside in Minnesota, must not have a child enrolled in the school, and must not be an employee of the charter school.

III. MEMBERSHIP CRITERIA

A. To serve as a licensed teacher on a charter school board, an individual must:

> (1) be employed by the school or provide at least 720 hours of service under a contract between the charter school and a teacher cooperative;
>
> (2) be a qualified teacher as defined under section 122A.16, either serving as a teacher of record in a field in which the individual has a field license, or providing services to students the individual is licensed to provide; and
>
> (3) not serve in an administrative or supervisory capacity for more than 240 hours in a school calendar year.

B. The chief administrator may only serve as an ex-officio nonvoting board member. No charter school employees shall serve on the board other than teachers under paragraph A.

C. A contractor providing facilities, goods, or services to a charter school must not serve on the board of directors. In addition, an individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.

D. Any employee, agent, contractor, or board member of the authorizer who participates in initially reviewing, approving, overseeing, evaluating, renewing, or not renewing the charter school is ineligible to serve on the board of directors of a school chartered by that authorizer.

E. An individual is prohibited from serving on more than one charter school board at the same time in either an elected or ex-officio capacity, except for an individual who is an administrator serving more than one school under section 124E.12, subdivision 2 in which case that person may serve on each board as an ex-officio member. A board member who violates this paragraph is ineligible to continue to serve as a charter school board member and is ineligible to be elected or appointed to a charter school board for 24 months.

F. A board member, who is paid for serving on the charter school board, must not receive more compensation for their role as a charter school board member than a school board member in the school district in which the charter school is located.

IV. VOTER ELIGBILITY

Staff members employed at the school, including teachers providing instruction under a contract with a cooperative, members of the board of directors, and all parents or legal guardians of children enrolled in the school are the voters eligible to elect the members of the school's board of directors. All eligible voters have one vote.

The board of directors must notify eligible voters of the school board election dates and voting procedures at least 30 calendar days before the election and post this information on the school's website.

The board of directors must notify eligible voters of the candidates' names, biographies, and candidate statements at least ten calendar days before the election and post this information on the school's website.

V. ELECTION PROCESS AND PROCEDURES

Elections will be held every May during the Annual General Meeting and all newly elected members will start their terms on July 1 of the given year. Terms shall be no less than two years.

The election process and procedures for Ubah Academy include the following steps:

1. Nomination: Interested candidates submit their names and qualifications. The board clerk will provide nomination papers with candidates' names, biographies, and statements.
2. Campaigning: Candidates have the opportunity to promote their vision and credentials.

3. Election day: Board member elections will take place at the annual meeting on a day that school is in session. Candidates will be given the opportunity to introduce themselves and share their reason for seeking election to the board.
4. Eligible voters: All eligible voters will have time to cast their ballots. An individual who falls into multiple categories (i.e., parent/legal guardian who is also an employee of Ubah) shall have the right to exercise one (1) vote.
5. Vote counting: All votes will be verified and counted.
6. Winner determination: The candidate(s) with the highest number of votes will win. In the event of a tie, the Board of Directors will vote at the next regularly scheduled board meeting and the candidate with the most votes will be declared the winner. The Board of Directors will take into account the needs of the board, as well as each candidate's skills and experiences before casting their vote to break a tie.
7. Election results: The Chair will inform candidates of the election results. This will take place once the election is complete and the votes have been verified and counted.
8. Oath of office: Newly elected board members will take the oath of office.
9. Transition: Outgoing board members will transfer responsibilities to new members.

VI. TRAINING

Prior to beginning their term, a new board member must complete training on a charter school board's role and responsibilities, open meeting law, and data practices law.

A new board member must complete training on employment policies and practices under chapter 181; public school funding and financial management; and the board's roles and responsibilities regarding student success, achievement, and performance within 12 months of being seated on the board or the individual is automatically ineligible to continue to serve as a board member. A board member who does not complete training within the 12-month period is ineligible to be elected or appointed to a charter school board for a period of 18 months.

Legal References: Minn. Stat. § 124E.07 (Charter Schools)

Cross References: Ubah School Board Bylaws