



ROGERS-HERR MIDDLE SCHOOL SCHOOL IMPROVEMENT TEAM NOMINATION AND ELECTION PROCESS

OUTLINE FOR THE ACADEMIC YEAR

This outline is to be used by the School Improvement Team (SIT) of Rogers-Herr Middle School (RHMS) to conduct the election process of parent members of the SIT.

I. Yearly Outline

1. Operating Calendar: July 1 through June 30.
2. Meetings: The first official meeting of the new academic year should be held in **June** of every year. This is the Transitional meeting to establish the goals and objectives for the upcoming academic year. A break is given in July and meetings will reconvene in August.

II. Election of Officers and Members

1. Nominating Committee: The Nominating Committee, consisting of 3 members, shall be selected by the SIT Chair and Principal during the **February** SIT meeting. The Nominating Committee will oversee the SIT election process. Any member of the SIT can volunteer or be selected to serve on the Nominating Committee. The Chair of the Nominating Committee will be elected by the 3 members of the committee.
2. Soliciting For Nominations: **March** will mark the beginning of the democratic nomination process. A notice with an overview of the SIT committee and its officer's roles and responsibilities should be distributed via email to the Parent Teacher Student Association (PTSA) and posted to the RHMS website. This notice shall be posted for a minimum of thirty (30) days to generate interest in serving on the SIT.
3. Accepting Nominations: In **April**, the Nominating Committee will accept nominations from the body. The committee will confirm the membership of each nominee as defined by Article II, Section 1 of the RHMS SIT Bylaws. After a minimum of thirty (30) days, the Nominating Committee will close the nominations process and create an official ballot based on all confirmed nominations. The official ballot will be distributed, via email, to the PTSA President and Secretary and also placed on the RHMS website. A formal announcement will also be made during the PTSA General Body meeting in May.
**If the Nominating Committee does not receive any nominations, the Principal, SIT Chair, and PTSA President will appoint members to vacant offices.*
4. Voting & Elections: Voting ballots should be accepted at a location designated by the SIT. At the **May** PTSA General Body meeting, all eligible members who did not previously submit a completed ballot will vote for the SIT members for the upcoming academic year. Ballots will be tabulated and results will be announced at the same May meeting. **It is suggested that the newly elected members schedule a date in June for the Transitional Meeting, prior to leaving the May PTSA meeting.*