

**NUAMES Early College High School**  
Charter Trust Land Council  
Election Procedures

Adopted by the governing board on: 3/10/2026

Please reference 53G-7-1206 and R277-477 when creating election procedures to ensure compliance with state law and administrative rule. Election procedures are created and adopted by a charter school's governing board prior to an election taking place. Post adopted Election Procedures to the school's website along with the other website requirements by October 20th.

NUAMES Davis has established a Charter Trust Land Council in accordance with state law and administrative rule.

1. Charter Trust Land Council (the "Council") Composition Requirements. The number of Council members who are parents or grandparents of students enrolled at the school shall exceed all other members combined by at least two. Parents or grandparents must have a student actively enrolled at the charter school to be eligible to run or serve on the council.
  - a. If the School's governing board meets the size and composition requirements above, the governing board may serve as the Council.
  - b. If the governing board does not serve as the Council, the Council shall consist of a specific number of parents/grandparents. In addition, membership may also include a teacher and an administrator who desire to serve on the Council.
2. Council Size. The Council shall consist of 8 members. Specifically, there shall be 6 parents/grandparents, the principal, who is a voting member, 1 teacher, who is a voting member, and 1 secretary, who is not a voting member.
3. Election Procedures for Parents/Grandparents. On or before September 1st each year, the principal will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted on the website.

- a. If the number of interested individuals exceeds the number of open positions, an election will take place. If an election is required, the school will notify families of the election process at least ten (10) days before voting commences.
    - i. Only parents of students currently attending the school are eligible to vote.
    - ii. Each parent will be given one (1) vote regardless of the number of family members that attend the school.
    - iii. Voting by secret ballot will be done electronically through Google Forms, and instructions for voting (including when voting opens/closes, submission information, as well as the candidate list will be included in the election notice described in paragraph 3(a) above.
    - iv. Absentee voting is not allowed.
    - v. If two or more candidates receive the same number of votes, a run-off election shall be held between the tied candidates within 7 days after the tie is confirmed. The run-off may use the same electronic voting method as the main election. Only the tied candidates shall appear on the run-off ballot. Voting instructions, opening/closing times, and submission details for the run-off shall be published in the election notice.
    - vi. The school's Principal will oversee the election to ensure compliance with these election procedures.
  - b. If the number of interested individuals is equal to or less than the number of open positions, an election is not required. Appointments by the Principal will be made to fill any open seats.
4. Parent/Grandparent Terms. Terms shall be for a period of three years, and members are eligible for re-election.
  5. Procedures for Staff Members and Other Members. Staff members will be appointed to the Council.

6. Staff and Other Members Terms. Terms shall be for a period of one to three years, and members are eligible for re-election.
7. Officers. Once established, the Council members shall elect from its membership a parent or grandparent of a student enrolled at the school to serve as Chair. The Director/Principal may not hold an officer position.
8. Filling Vacancies. If a council member resigns prior to the completion of their term, the remaining council members will appoint a replacement. The council will first seek volunteers from the same representative group as the member who resigned (e.g., parent, school employee). If more than one volunteer is interested, the council may hold an election at its next meeting. The newly selected member will serve out the remainder of the original term.
9. Quorum. A quorum consists of a majority of the current members of the Council.
10. Meetings. The Chair shall schedule, provide notice, and convene the meetings of the Council consistent with the School Community Council Open and Public Meeting Act, 53G-7-1203.
11. Council Responsibilities. In accordance with state board rule regarding charter trust land council expenditures and funding limits, a Council shall:
  - a. Prepare a plan for the use of School LAND Trust Program money.
  - b. Work with students, families, and educators, and hold at least an annual discussion with charter school administrators to develop and incorporate safety principles at the school level.