

**West Contra Costa**

**Unified School District**

**Community Engagement Office**

The West Contra Costa Unified School District has developed School Site Council and English Learner Advisory Committee election regulations that ensure a democratic and transparent election process which complies with California Department of Ed Law, *EC* Section 64001(a-g), *EC* Section 52852 and *EC* Section 62002.5 and WCCUSD BP-0420.

**School Site Council (SSC) Election Regulations**

The council shall be composed of the principal, representatives of teachers elected by teachers at the school, other school personnel elected by other school personnel at the school, parents of pupils attending the school, community members elected by such parents, and representatives of students elected by students attending that school. **SSC elections must be completed no later than September of each academic year.**

**Definitions of peer groups**

Parent

A parent is a person who is the mother, father or legal guardian of a student attending the particular school, but who is not employed at the school attended by such student.

Teacher

A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full time and is a teacher of record (EC 33150).

Student

Students are members of the SSC in middle and high school. To qualify the student must be enrolled at the school site.

Other

Other personnel is defined as a staff that does not provide direct instruction to pupils for the full time for which he/she is employed. This category may include classified staff and non-classroom teachers and administrative staff other than the principal.

Community Member

A community member is defined as an adult who resides within the attendance area of the school and who is not a regular day-school student, parent, member of the staff, administration, or classified staff of the school with which the Council is affiliated. To verify if a community member is eligible to join a school’s SSC, proof of address must be reviewed through one of the documents used to verify a student’s address. ***Verification should be done before the ballot is published and distributed.***

**English Learner Advisory Committee (ELAC) Election Regulations**

Schools with 21 or more English learners (EL) must establish an ELAC. Parents of ELs must constitute at least the same percentage of EL students represent the student body. It is recommended that the parents of ELs constitute a majority of ELAC members. Recommended group size for an ELAC is five to ten members. **ELAC elections must be completed no later than October of each academic year.**

**Nomination and Election Procedures for SSCs and ELACs**

All peer groups must be allowed the opportunity to nominate and vote, by individual ballot, for their representatives to the SSC. The Principal is to inform all peer groups in writing of any open slots in the SSC and must make at least one presentation to each of the peer groups. The school must distribute School Site Council Declaration to Run Forms (DTRs) to all members of each peer group and make copies available in the front office. All persons interested in running for the SSC must complete and return the respective DTR. For ELAC nominations, all parents of ELs must have the opportunity to nominate other parents of ELs or self-nominate using the DTR form. The DTR forms must be distributed to all parents of ELs and returned to the principal.

**Five** **school days** after the principal has distributed the respective DTR to all peer groups, the school will publish and distribute election ballots, with the names of all candidates who submitted DTRs, to each respective peer group. Schools may enhance the ballot by including candidate statements, pictures, and other information (not necessary just a suggestion).

You must allow peer members five school days of voting time. **Ballots are to be counted by the Principal with at least two witnesses representing more than one peer group.**

Election results are to be published to the school community no later than **three** **school days** after voting time is completed. **The first runner-up shall become the non-voting alternate member who is able to fill a future vacancy in their peer group for the term duration specified in the school’s SSC bylaws.**

**If no ballot or Declaration to Run Form is returned:**

If no DTRs or ballots are returned for a particular peer group, the principal shall convene a meeting with at least **12 members** of the respective peer group and conduct the election at this meeting. The group may vote from the names submitted via the DTR, and/or any peer member present may submit his/her name for consideration at this time. Voting shall be done by ballot. The first runner-up shall become the non-voting alternate member who may fill a future vacancy in the peer group. A signing sheet with the names of all peer members present shall be kept in the SSC record binder as proof of election. Election results are to be published no later than **three school days** after the ballots are counted.

The school principal is the **only** automatic member of the SSC and ELAC and does not need to be elected. Elected SSC or ELAC members may not delegate their responsibilities to another person

**Length of Term**

The length of term shall be two academic years as outlined in the WCCUSD SSC or ELAC’s bylaws.

**SSC and ELAC Checklists**

The SSC and ELAC Assurances Checklists must be completed and returned to the Community Engagement Office as soon as elections are completed.

Sample ballots and the *Declaration to Run* forms, for use in establishing your SSC and ELAC are attached. These tools are also available in soft copy in the SPSA Tool Box under Family Partnership, Type-5: Decision Making

**Attachments:**

* SSC Elections Assurances Checklist
* ELAC Elections Assurances Checklist
* SSC Declaration To Run Form – Template
* ELAC Formation Information Form
* ELAC Sample Letter
* SSC Parent Ballot – Template
* SSC Teacher Ballot – Template
* SSC Other Ballot – Template
* SSC Student Ballot – Template
* ELAC Sample Ballot – Template
* SSC Special Elections Signature Page

**SSC Election Assurances Check List**

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year: \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | | | **Completed** |
| 1. All peer groups are informed of upcoming SSC elections in writing and in face-to-face meetings using the DTR.  Principal presented to: Principal distributed DTR to:   |  |  | | --- | --- | | [] Teachers Date:\_\_\_\_\_\_\_\_\_  [] Parents Date:\_\_\_\_\_\_\_\_\_  [] Others Date:\_\_\_\_\_\_\_\_\_  [] Students Date:\_\_\_\_\_\_\_\_\_ | [] Teachers Date:\_\_\_\_\_\_\_\_\_  [] Parents Date:\_\_\_\_\_\_\_\_\_  [] Others Date:\_\_\_\_\_\_\_\_\_  [] Students Date:\_\_\_\_\_\_\_\_\_ | | | | □ |
| 2. Using the names submitted in the DTRs publish and distribute ballots to all members of the respective peer groups. Peer groups will have five school days to return their ballots (you may not shorten the election period).  [] Teachers Date:\_\_\_\_\_\_\_\_\_  [] Parents Date:\_\_\_\_\_\_\_\_\_  [] Others Date:\_\_\_\_\_\_\_\_\_  [] Students Date:\_\_\_\_\_\_\_\_\_ | | | □ |
| 3. Ballots are counted in the presence of two witnesses | | | □ |
| Peer Group | Witness # 1 Signature | Witness # 2 Signature |
| Teachers |  |  |
| Parents |  |  |
| Students |  |  |
| Other |  |  |
| 4. Election results are made available to all peer groups no later than 3 school days after election results have been determined, in writing and by an official announcement at the next SSC meeting. The new members are informed of their starting date. | | | □ |
| 5. Update SSC Roster and attach a copy to materials sent to the Community Engagement Office. | | | □ |
| 6. Attach copies of DTRs and Ballots used for this election. | | | □ |
| **SSC Election Dates Checklist** | | | Date |
| **A. Declaration To Run forms distributed** | | |  |
| **B. Date ballots distributed (add 5 school days to A)** | | |  |
| **C. Date ballots are to be counted: (add 5 school days to date to B):** | | |  |
| **D. Date election results are to be announced: (add 3 school days to date to C):** | | |  |

**Please put this assurances list in the SSC’s Record Binder for public view and send a copy to Community Engagement Office by end of September**

ELAC Elections Assurances Checklist

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year: \_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Assurances** | **Yes or No** | **Comments** |
| 1. *Declaration to Run* forms were distributed to parents of English learners |  |  |
| 1. A meeting for the parents of English learners was held to provide them information on ELAC (roles & responsibilities) and invite them to run for membership. |  |  |
| 1. Translated written announcements of the meetings were sent home five days before the meeting date |  |  |
| 1. **At least 20% of your English-learner parents were contacted by phone.**   Note- contacting parents via ConnectEd is recommended as well, but you must assign a point person to individually call some of your parents. A personal phone call allows parents to ask questions about ELACs. |  |  |
| 1. No later than **5 school days after** the distribution of *Declaration to Run* forms, a **ballot** was published and distributed to the parents of all English learners. |  |  |
| 1. Ballots were counted no later than **5 school days** after the ballots were distributed. |  |  |
| 1. Election results were announced at the **1st ELAC meeting (to be held before October 2017)** and made available within **3 school days** after the results were determined. |  |  |

Please Return to Community Engagement Office by end of October

**Attach copies of:**

[] Declaration to Run Form used to identify candidates for the election

[] Copy of ballot distributed

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

SSC Declaration To Run Form

To all parents, staff (and students, if middle or high school),

**What is the SSC?**

The School Site Council (SSC) is composed of the school principal and a group of people, selected by their peers, representing all segments of the school community: teachers, support staff, parents and student members at the secondary level. The common goal and focus of this elected body are to support student success. The SSC does this by developing and monitoring the implementation of the school’s plan known as the Single Plan for Student Achievement

**There are currently several openings in our SSC:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Peer Group** | **Number of Openings** | **Term will begin** | **Term will end** |
| **Parents or Community Members** |  |  |  |
| **Teachers** |  |  |  |
| **Classified Staff** |  |  |  |
| **Students** |  |  |  |

Please complete an SSC Declaration-to-Run form and return to the school no later than **X** if you are interested in running.

**Election Schedule**

* SSC Declaration to Run form is due no later than **X.**
* Election ballots will be published on **X** and elections will last until **X.**
* Election results will be published on **X.**

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|  |  |
| --- | --- |
| **SSC Declaration To Run Form** | |
| **Name:**  **Phone:** | The Peer Group that I belong to is:  [] Teacher  [] Parent/Community Member  [] Student (Middle and High School only)  [] Other (Classified staff and certificated staff not assigned to a classroom teaching position) |
| I nominate myself as a candidate for a position in the School Site Council representing my peer group.  Signature: | |

**Please return this form to (school name/location)**

**Forma para nominar candidatos como representantes del Concilio SSC**

Para todos los padres, personal (y alumnos en escuelas secundarias y preparatorias),

**¿Qué es el SSC?**

El Concilio Escolar Local (SSC) está compuesto por el director y un grupo de personas electas por el grupo al que representan, reflejando a todos los segmentos de la comunidad escolar: maestros(as), personal de apoyo, padres y estudiantes a nivel secundaria y preparatoria. La meta y enfoque común de este grupo es de apoyar el éxito académico estudiantil. El Concilio SSC realiza esto mediante el desarrollo y monitoreo de la implementación del plan escolar conocido como Plan Único para el Éxito Estudiantil.

**Existen actualmente varias posiciones abiertas en nuestro Concilio (SSC):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grupo representante** | **Numero de vacantes** | **El termino inicia en:** | **El termino termina en:** |
| **Padres o miembros de la comunidad** |  |  |  |
| **Maestros** |  |  |  |
| **Personal clasificado** |  |  |  |
| **Estudiantes** |  |  |  |

Por favor complete la parte baja de esta hoja y regrésela a la escuela antes del día X si está interesado(a) en postularse como candidato en esta elección

**Calendario del proceso de elección**

* Las formas para nominarse como candidato del concilio escolar SSC deben ser entregadas antes del día X
* Las boletas de elección serán publicadas el día X y las elecciones duraran hasta el día XLos resultados de la elección serán publicados el día X

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|  |  |
| --- | --- |
| **Forma de nominación para elecciones del Concilio Escolar (SSC)** | |
| **Nombre:**  **Telefono:** | El grupo al que pertenezco es:  [] Maestro  [] Padre/Miembro de la comunidad  [] Alumno (Escuelas secundarias y preparatorias solamente)  [] Otro (Personal clasificado o certificado no asignado a una posición de instructor en un aula) |
| Yo me nomino como candidato para una posición en el Concilio Escolar Local representando el grupo que pertenezco.  Firma: | |

**Favor de entregar esta forma a (nombre de la escuela/dirección)West Contra Costa Unified School District**

**[school year]**

**\_\_\_\_\_\_\_\_ School**

**You are invited to attend our ELAC informational meeting:**

**When:**

**Time:**

**Where:**

At the meeting, we will discuss the details of the English Learner Advisory Committee and its importance to you and the education of your child. We will also gather names of parents who are interested in being on a ballot to run for election to serve on the ELAC. If you prefer, please use this form to nominate yourself or suggest another parent. Please bring this form with you to the meeting, or return it to the school office or with your child to his or her teacher as soon as possible, but no later than \_\_\_\_\_\_\_\_\_\_.

After we have at least 5 names of candidates to put on a ballot, we will send the ballots home with all English learner students and parents can vote and return the ballots by the due date.

**Declaration to Run**

1. I, , wish to run for (Name of the school) English Learner Advisory Committee. Term starting on \_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_
2. I suggest that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a parent at the school) be contacted regarding serving on the ELAC.

**ELAC Formation - Information for Parents of English Learners**

Each year at every school, parents of English learners have the opportunity to participate in an English Learner Advisory Committee or **ELAC**. During the school year, the ELAC has several responsibilities, including approving English learner budget items for programs and services for EL students. To form an ELAC, 5 to 10 parents must be elected by the parents of ELs at the school to meet regularly with the principal and/or other school staff to complete several tasks.

After the election of members, the first task will be training on ELAC responsibilities. After that, the ELAC may continue or may decide to designate its responsibilities to the School Site Council, **SSC**.

***The information will be used to contact volunteers and request that they allow their names to be on a ballot which will be distributed to all parents of English learners.***

Your Contact Information:

Name (please print)

Telephone Number

SAMPLE LETTER FROM PRINCIPAL TO ACCOMPANY ELAC BALLOT

To the Parents of English learners at \_\_\_\_\_\_\_\_\_\_\_\_ School:

(name of English learner student)

Dear Parents,

We are starting an English Learner Advisory Committee (ELAC). This committee advises and makes recommendations to me and other school staff about our programs and services for our English learners.

Please vote for the members of this important committee on the attached form. Return the form to your child’s teacher or the school office by \_\_\_\_\_\_\_.

Sincerely,

**School Site Council Election Ballot- Parents and Community Members**

**X School**

There are currently X openings for parents/community representatives on the 2016-2017 School Site Council, term starting on \_\_\_\_\_\_\_\_\_ ending on \_\_\_\_\_\_\_\_\_. Please vote only once for each person you wish to support. You may vote for a maximum of \_\_\_ people.

|  |  |
| --- | --- |
| **Parent Candidate A** | **Please mark with an “X” if voting for this person**  □ |
| **Parent Candidate B** | **Please mark with an “X” if voting for this person**  □ |
| **Parent Candidate C** | **Please mark with an “X” if voting for this person**  □ |
| **Parent Candidate D** | **Please mark with an “X” if voting for this person**  □ |
| **Parent Candidate E** | **Please mark with an “X” if voting for this person**  □ |

**Please return this ballot to \_\_\_ no later than \_\_\_\_.**

**Boleta de Elección para el Consejo Local Escolar (SSC)**

**Padres y miembros de la Comunidad**

**Escuela X**

Presentemente existen X posiciones abiertas para padres y representantes de la comunidad en el Concilio Local Escolar (SSC) para servir durante el 2016-2017 año escolar. El término comenzara en \_\_\_\_\_\_\_\_\_\_\_ y terminara en \_\_\_\_\_\_\_\_\_\_\_. Por favor vote solamente una vez por cada persona a la cual desee apoyar. Usted podrá votar por un número máximo de \_\_\_\_ personas.

|  |  |
| --- | --- |
| **Padre Candidato A** | **Por favor marque con una “X” si vota por esta persona**  □ |
| **Padre Candidato B** | **Por favor marque con una “X” si vota por esta persona** □ |
| **Padre Candidato C** | **Por favor marque con una “X” si vota por esta persona** □ |
| **Padre Candidato D** | **Por favor marque con una “X” si vota por esta persona** □ |
| **Padre Candidato E** | **Por favor marque con una “X” si vota por esta persona** □ |

**Por favor regrese esta boleta a\_\_\_ antes del día \_\_\_\_.**

**School Site Council Election Ballot- Teachers**

**X School**

There are currently X openings for teacher representatives on the 2016-2017 School Site Council term starting on \_\_\_\_\_\_\_\_\_ ending on \_\_\_\_\_\_\_\_\_. Please vote only once for each person you wish to support. You may vote for a maximum of \_\_ people.

|  |  |
| --- | --- |
| **Teacher Candidate A** | **Please mark with an “X” if voting for this person**  □ |
| **Teacher Candidate B** | **Please mark with an “X” if voting for this person**  □ |
| **Teacher Candidate C** | **Please mark with an “X” if voting for this person**  □ |
| **Teacher Candidate D** | **Please mark with an “X” if voting for this person**  □ |

**Please return this ballot to \_\_\_ no later than \_\_\_\_.**

**School Site Council Election Ballot- Other**

**(Non-Classroom Certificated Staff, classified staff)**

**X School**

There are currently X openings for classified on non-classroom certificated representatives on the 2016-2017 School Site Council, term starting on \_\_\_\_\_\_\_\_\_ ending on \_\_\_\_\_\_\_\_\_. Please vote only once for each person you wish to support. You may vote for a maximum of \_\_ people.

|  |  |
| --- | --- |
| **Classified or Non-Classroom Certificated Candidate A** | **Please mark with an “X” if voting for this person**  □ |
| **Classified or Non-Classroom Certificated Candidate B** | **Please mark with an “X” if voting for this person**  □ |
| **Classified or Non-Classroom Certificated Candidate C** | **Please mark with an “X” if voting for this person**  □ |

**Please return this ballot to \_\_\_ no later than \_\_\_\_.**

**School Site Council Election Ballot- Students**

**X School**

There are currently X openings for student representatives on the 2016-2017 School Site Council. Term starting on \_\_\_\_\_\_\_\_\_ ending on \_\_\_\_\_\_\_\_\_. Please vote only once for each person you wish to support. You may vote for a maximum of \_\_ people.

|  |  |
| --- | --- |
| **Student Representative A** | **Please mark with an “X” if voting for this person**  □ |
| **Student Representative** B | **Please mark with an “X” if voting for this person**  □ |
| **Student Representative C** | **Please mark with an “X” if voting for this person**  □ |

**Please return this ballot to \_\_\_ no later than \_\_\_\_.**

**(INSERT SCHOOL NAME) ENGLISH LEARNER ADVISORY COUNCIL BALLOT**

**Please vote for \_\_\_\_\_ ELAC representatives.**

**Return completed ballot to the school office by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**The results of the election will be posted \_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_.**

**The first meeting of the ELAC will be held at \_\_\_\_\_\_ on \_\_\_\_\_\_\_\_.**

**Should you have any questions, please call (510) \_\_\_\_- \_\_\_\_\_.**

|  |  |
| --- | --- |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent/Guardian of :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Sample Ballot Spanish ELAC**

Por favor vote solamente por representantes de ELAC.

Por favor, devuelva esta forma en l;a dirección de la escula antes del \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Los resultados de la elección se darán a conocer en \_\_\_\_\_\_\_\_ el dia\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

La primera reunión del comité ELAC se realizará en \_\_\_\_\_\_\_\_ el dia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Si tuviese alguna pregunta por favor llame al :(510) \_\_\_\_- \_\_\_\_\_.

|  |  |
| --- | --- |
| Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Padre/tutor de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Padre/tutor de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Padre/tutor de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Padre/tutor de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Padre/tutor de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Padre/tutor de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Padre/tutor de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Padre/tutor de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Padre/tutor de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Padre/tutor de: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Special Election Signature Page**

**(To be used when no candidates have turned in SSC Declaration to Run forms and/or ballots)**

**Peer Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

All slots below must be filled at the time of election by members of the peer group being elected.

|  |  |
| --- | --- |
| **Printed Name** | **Signature** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |
| **7.** |  |
| **8.** |  |
| **9.** |  |
| **10.** |  |
| **11.** |  |
| **12.** |  |

**Please list the names of candidates at this meeting and final ballot results.**

|  |  |
| --- | --- |
| **Names of candidates** | **# of Votes** |
|  |  |
|  |  |
|  |  |

**Please put this checklist in the SSC’s Record Binder for public view and send a copy to Community Engagement Department.**