

# Land Trust Community Council Election Policy

## 1. Election Timeline

- Council elections will take place annually in the month of April, no later than April 30 of that year.
- The election announcement will be made via the Vista Newsletter as well as a designated email at least two (2) weeks prior to the start of voting. A reminder email will be sent during the open voting period.
- Voting will remain open for one (1) week following the announcement.

## 2. Term of Service

- All elected council members shall serve a two (2) year term.
- Terms will be staggered when possible to ensure continuity of service.
- Council membership consists of 5 community members (Parent and/or Grandparent), 1 Vista employee, and the Director who is an ex-officio (non-voting member). Vista Community Land Trust board does not include “other” members.

## 3. Voting Eligibility

- All eligible members of the school community, as defined by council bylaws, may participate in the election.
- The Director/Principal is an ex-officio non-voting member of the Council and may not cast a ballot in elections.

## 4. Election Procedures

- The Council or designated election committee will oversee the election process, including announcement, ballot preparation, and vote collection.
- Google Form Ballots will be distributed electronically, as determined by the election committee.
- All Google Form ballots must be submitted by the deadline to be counted.
- Election results will be certified by the Council at the next scheduled meeting and communicated to the Vista School community within five (5) business days of certification.

## 5. Filling Vacant or Unfilled Seats

- If a seat remains unfilled after the election or becomes vacant during a term, the Council may appoint a qualified member of the community to serve until the next scheduled election.

- If multiple seats remain unfilled, the Council may hold a special election following the same procedures outlined above.

## **6. Election Oversight**

- The Council Chair, or a designated election subcommittee, will ensure the election is conducted fairly, transparently, and in alignment with this policy.
- Any concerns or disputes regarding the election process shall be addressed by the Council in an open meeting.

Land Trust Council Approved January 2026