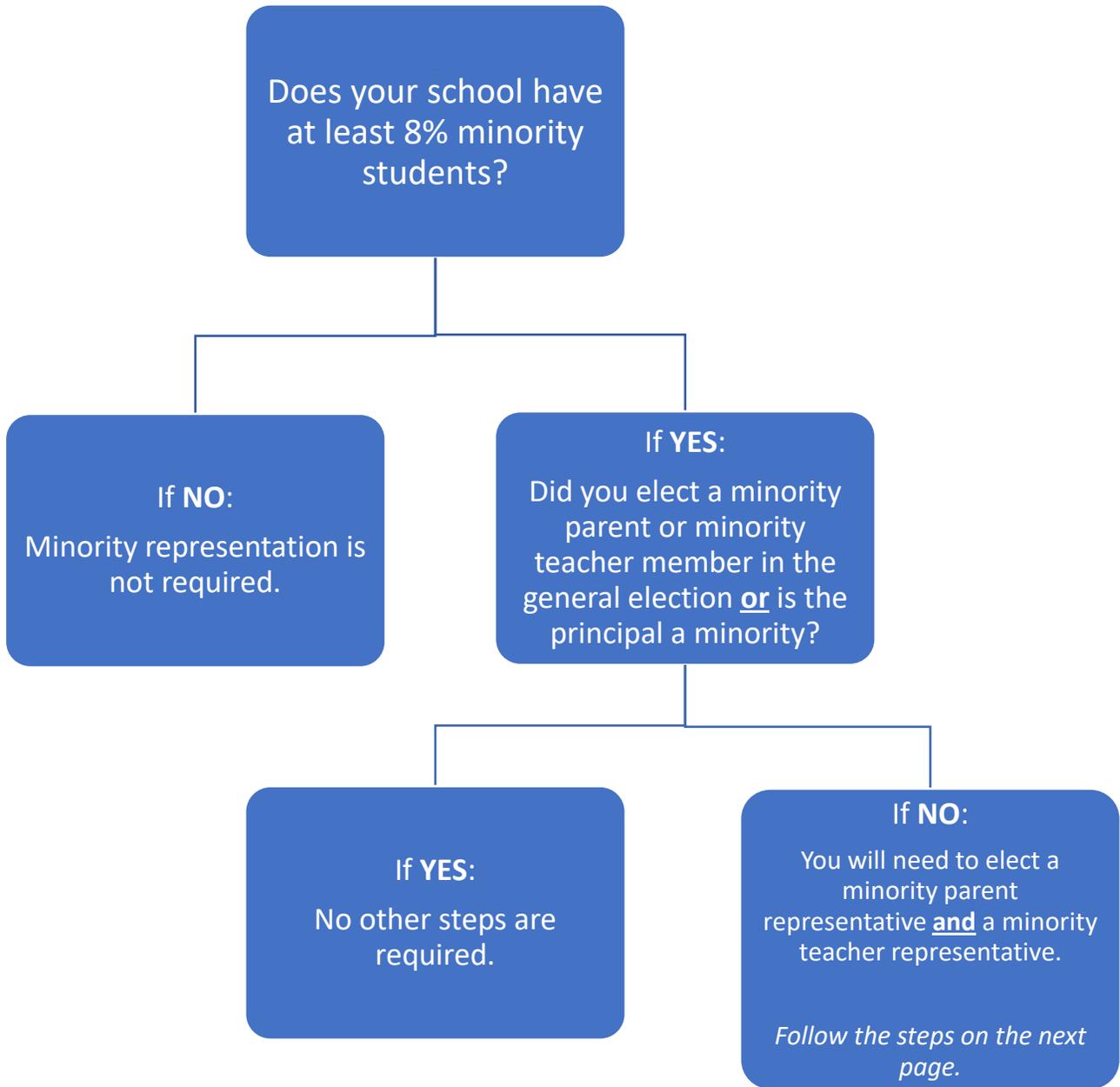


Minority Election Flowchart



Steps for Obtaining a Minority Parent and a Minority Teacher

[KRS 160.345\(2\)\(b\)](#)

Begin the minority parent process. Principals will hold a special election for all parents to elect a minority member. The principal shall call for nominations and notify parents of the details of the election.
If no minority parent is elected or wishes to serve, the position should be listed as vacant.

Begin the minority teacher process. Principals, in a timely manner, shall be responsible for allowing the teachers in the building to select one minority teacher to serve as a teacher member on the council.

Does your school have minority teachers on staff?

If YES:

Teachers will elect one minority teacher to serve.

[In the event a minority teacher does not wish to serve, the position shall be listed as vacant.]

If NO:

The school faculty shall elect, by majority, an additional teacher member to the school council.

[In the event a teacher does not wish to serve, the position shall be listed as vacant.]

Reminders

In any election, general or special, there must be documentation to show that elections were held and votes were cast on ballots. In a special election where no minorities are interested in running or serving on the council, there must be documentation to show that efforts were made to recruit candidates. Election documentation must be retained for three years.

For the purpose of this document, rely on the following meanings:

- **Minority:** American Indian; Alaskan native; African-American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific Islander; or other ethnic group underrepresented in the school.
- **Teacher:** Any person for whom certification is required as a basis of employment in the public schools of the state with the exception of principals and assistant principals.
- **Parent:** A parent, stepparent, or foster parent of a student **OR** a person who has legal custody of a student pursuant to a court order and with whom the student resides.