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## How to Organize an “In-person” SSC Election: Logistical Guidance for Sites Seeking Ideal & Diverse Representation of LCAP Target Populations

1. Review [Conducting SSC Elections](#) document in SSC Election Guide, located in the [OUSD Intranet Knowledge Center - SSC Documents folder](#)
2. Make sure “In-person Membership Election” is a topic listed on your SSC meeting agenda and is well posted and publicized with your “Establishment Meeting” flyers and posters.
3. The meeting chair or facilitator explains the role and responsibility of members, and the ideal composition of SSC to represent LCAP target populations for your school.
4. The meeting chair or facilitator explains the in-person voting process for SSC ideal diverse membership:
  - a. Clarification on LCAP target populations for the school
  - b. Clarification on Role of SSC members
  - c. Call for nominations
  - d. Candidate speeches
  - e. Ballot voting
  - f. Tally of votes
  - g. Announcement of new members
5. Prepare visual aids (on butcher paper or large post-it paper) prior to the meeting:
  - a. Demographic breakdown of LCAP target groups at the school
  - b. List each open position separately (i.e. parent members LCAP/OUSD target groups such as English learners, foster youth, special education, etc. teacher position, classified position, students at the secondary level, etc.)
6. Call for nominations from the floor. Parents/community can nominate themselves or other parents/community members. Teachers can nominate themselves or other teachers, classified staff can nominate themselves or other classified staff, students can nominate themselves or other students, etc.
7. Allow candidates to deliver a short speech as to why they think they will be an effective and ideal SSC member. Allocate equal amount of time for each candidate. A candidate may decline to make a speech if they wish.
8. Bring copies of voting ballots for each peer group (available [here](#))
9. The election should be open and closed by the secretary or the meeting facilitator. The secretary with at least one witness (selected by the group) should tally the votes.
10. After the votes are tallied, it is a good idea to count the votes twice. The winners should be announced.
11. A similar process to elect officers of the SSC should occur, however officers are elected by the entire SSC membership. It is recommended that the election of officers occur the month after the general membership election.

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