

**WESTSIDE COMMUNITY SCHOOLS**  
**School District No. 66, Douglas County ~ Omaha, Nebraska**

**2024 CAUCUS RULES AND REGULATIONS**

These Rules and Regulations shall govern the Caucus to be held on February 6, 2024, to select up to four (4) candidates for two (2) positions on the Board of Education. The two (2) positions have terms of six (6) years each, commencing on June 1, 2024, and are currently held by Sarah Rider and Meagan Van Gelder.

These Rules and Regulations were duly adopted by the Board of Education of Westside Community Schools at its regular meeting on November 6, 2023, based upon recommendations of the Caucus Committee previously appointed by the Board of Education on October 17, 2023. The Caucus Committee members who met on October 23, 2023, in an open and public meeting were Rod Anderson, Amy Brown, Michael Grier, Todd Johnson, Charlie Liakos and Janet Parsonage. The Caucus Committee voted that Michael Grier shall serve as committee chairperson and Amy Brown shall serve as vice-chairperson. The Caucus Committee shall be responsible for conducting the Caucus and the implementation of these Rules and Regulations, in cooperation and coordination with the Douglas County Election Commissioner.

1. Registered voters who reside in the Westside Community Schools ("District 66") school district are eligible to run for the Board of Education and should declare their intent to do so in writing to the Office of the Superintendent on or before 4:00 p.m., on December 21, 2023, to ensure that their names are printed on the caucus ballot and publicized by District 66. The letter of intent to run should contain the submitter's name and address as it appears on their Nebraska voter registration in order for the Caucus Committee to confirm the individual is a registered voter residing in the District. If letters of intent are NOT received by 4:00 p.m. on December 21, 2023, the candidate's name will not appear on the caucus ballot and will not be included in pre-caucus publicity.
2. Candidates for two (2) seats on the Board of Education shall be chosen at the Caucus at Westside High School, 8701 Pacific St. Omaha, Nebraska, on February 6, 2024, commencing at 7:00 p.m. The make-up date, if necessary, is scheduled for February 13, 2024.
3. All registered voters who are residents of District 66 shall have the right to vote and participate at the Caucus. Residents of District 66 may register to vote at the Douglas County Election Office, 12220 W. Center Rd., Omaha, NE up until 5:00 p.m. on the date of the Caucus. Voter registration is not available at the Caucus.
4. Voter sign-in for the Caucus starts at 6:15 p.m. at Westside High School and ends at 7:00 p.m. Voters will be given their ballot at time of sign-in. No ballots will be handed out once voter sign-in ends at 7:00 p.m. Voter sign-in, distribution of ballots, and tallying of votes shall be conducted by the Caucus Committee and/or its designees. No absentee or mail-in ballots are available for the Caucus.

5. To provide adequate time and opportunity for registered voters to exercise their right to vote, registered voters who are residents of District 66 may instead choose to vote during the day of the Caucus from 9:00 a.m. to 6:00 p.m. at Westside High School. Voting during the day shall be conducted by the Caucus Committee and/or its designees. Voters, during this daytime period, will be given a ballot on which they can write or mark the names of up to four (4) individuals for the two six-year terms on the Board of Education. However, any individual, whether having previously declared his or her intent to run (see paragraph 1 above), or appearing on the ballot as a write-in name, must be nominated from the floor the evening of the Caucus and receive a second (as described in paragraph 6 below) for votes cast for them to be counted.
6. Only registered voters who are residents of District 66 and are present at the Caucus shall be eligible to nominate an individual, to make a second, or to be nominated. Eligible individuals may nominate themselves or may be nominated by any eligible Caucus participant. If nominated by another eligible Caucus participant, an eligible individual may second him/herself. Nominating, seconding, and nominee speeches shall not exceed 12 minutes in the aggregate. Nominating speeches may not exceed three (3) minutes. Seconding speeches may not exceed three (3) minutes. Nominee speeches (optional) may take the balance of the remaining 12 minutes. Each individual, whether having previously declared their intent to run (see paragraph 1 above) or not, must be nominated from the floor during the Caucus and receive a second in order for votes cast for them to be counted.
7. Registered voters who reside in District 66 will be given a ballot and shall be directed to write or mark the names of up to four (4) nominated individuals. Once daytime voting ends at 6:00 p.m., ballots may not be deposited in a voting box until after all speeches set forth in Paragraph 6 have been completed and the chairperson announces that voting has begun. Voters may submit only their own ballot. Voters cannot submit a ballot for a person who departs the Caucus before voting begins. Any attempt to submit more than one ballot into the voting box will result in any extra ballot(s), other than the submitter's own ballot, being declared void and any such ballots will not be counted. All ballots will be counted by one or more members of the Caucus Committee and/or designees. Any votes cast for individuals who have not been both nominated and seconded at the Caucus will not be counted. The four (4) nominated individuals (or fewer, if less than four individuals are nominated) who receive the most votes after tallying the votes cast at the Caucus and the votes cast during the daytime voting, shall be declared as a winning candidate ("Candidate"). In the event of a tie, the procedures in Paragraph 8 will be followed. Each nominated individual shall be notified of the results, immediately following the completion of tallying of the Caucus votes. The Secretary of the School Board shall be notified of the names of the Candidates for purposes of certification to the Douglas County Election Commissioner.
8. A second vote shall be taken at the Caucus if two (2) individuals receive the same number of votes and there is a tie that needs to be broken in order to determine the four individuals who have received the most votes. In such an event, any registered voter who voted during the day but who is present at the Caucus shall also be entitled to vote, after



being requalified by the Caucus Committee and/or its designees. The registered voters at the Caucus shall be directed to print the name of one (1) of said individuals on a second ballot. The votes cast during the day shall not be counted for the second vote necessitated by a tie.

9. No Candidate shall have his or her name placed upon the ballot for the general election unless, not more than ten days after the date of the Caucus, he or she files with the Secretary of the District 66 School Board a written statement indicating his or her acceptance of nomination and agreement to have his or her name placed on the ballot for the general election. The name of each Candidate who validly accepts as set forth above shall be certified by the Secretary of the District 66 School Board to the Election Commissioner as the general election candidates for the two six-year seats on the Board of Education. The names of those Candidates will be placed on the ballot for the statewide primary election on May 14, 2024. Voters shall vote for no more than two (2) Candidates on the ballot, and the two Candidates who receive the most votes shall be deemed elected to the two six-year terms on the Board of Education.
10. The 2024 Caucus shall be publicized by a mailing to every household in District 66 and by including information on the District website. The mailing shall advise of the date and time of the Caucus, shall provide a summary of these Rules and Regulations, and shall contain such other informational and promotional materials which the Caucus Committee deems appropriate. The District shall provide a complete copy of these Rules and Regulations on the District website.
11. There shall be an interpreter present at the Caucus at the expense of District 66 for the hearing impaired. There will also be assistance available at the Caucus for the visually impaired and those individuals who are physically impaired or otherwise need physical assistance. If you have any questions regarding voter assistance, please call 402-390-2105.
12. These 2024 Caucus Rules and Regulations shall be approved by the Douglas County Election Commissioner prior to their use for the 2024 Caucus.
13. The Board of Education reserves the right to replace a member of the Caucus Committee in the event of death, disability, disqualification, or a resignation of a member. The Caucus Committee shall have authority to enlist the assistance of registered voters in Douglas County, Nebraska for purposes of assisting in the conduct of the Caucus as designees of the Caucus Committee. The Caucus Committee shall also have authority to establish other rules and procedures for the conduct of the Caucus and nomination of individuals for the Board of Education consistent with the foregoing rules.
14. No member of the Caucus Committee or designee shall be a nominee or Candidate for the Board of Education, shall nominate or second the nomination of any other individual or actively support the nomination or candidacy of any individual prior to the Caucus.

15. The facilities for voting at the Caucus shall comply with the requirements of the Americans With Disabilities Act of 1990 and shall be sufficient to accommodate a reasonably anticipated number of registered voters.
16. The premises at which the Caucus will be held will provide for a fair and impartial election, including secrecy of the ballot, one vote per legal voter, and only legal voters of the school district shall be allowed to vote. Following the tallying of the votes, the Caucus Committee shall ensure that all ballots cast are placed in a sealed container provided by the Douglas County Election Commission. The sealed container shall be maintained overnight in a locked location at Westside High School and delivered to the Douglas County Election Commission by two designees of the Caucus Committee on the next business day.

Approved by the Westside Community Schools Board of Education this 6th day of November, 2023.

Name: Megan Van Gelder  
Title: Secretary

Approved by Douglas County Election Commissioner:

Name: Bin Wu  
Title: Douglas County Election Commissioner  
Date: Nov. 14, 2023