

# Arrowhead Elementary PTA Election and Voting Policy

Per the Arrowhead Elementary PTA Standing Rules, the following election policy is in place for the voting of elected officers and the nominating committee.

## Electing a Nominating Committee or Officers

It is recommended that PTAs hold a meeting to elect a nominating committee or officers. If elections are held by mail, email or electronic voting, a two-step process is required.

Step 1: A notice to self-declare candidacy must go out to all members, with a clear deadline for submission. For an officer election, this notice shall be sent after the nominating committee report is posted, and the report shall be included with this notice.

Step 2: A ballot is sent to all members that includes the nominating committee report (for officer elections) and the names of all self-declared nominees that meet eligibility requirements.

## Adoption of Budget, Standing Rules, and Motions

For the approval of a budget or amendments to the budget, standing rules or amendments to standing rules, or other motions, the following must be included with the ballot:

1. The full text of a motion must be included with the ballot. The motion should come from the executive board. Example: "The Arrowhead Elementary PTA Treasurer moves to adopt the 2019-2020 budget as presented."
2. If the motion refers to a document, the full text and context of the document to be approved, with any notes or rationale, should be sent with the ballot. If the ballot is sent electronically, the document must be in a format that is easily accessible such as PDF.

## Electronic Voting

The President shall appoint a teller's committee or person to total the votes and provide them to the Executive Board. This committee will not be comprised of any elected PTA official.

Electronic voting cannot include an opportunity to amend a motion or document.

The board will determine the method of voting. Suggested Methods:

- Email sent to all members via MemberPlanet or MailChimp with a link to surveymonkey.
- Alternative electronic survey method.

## Notice of Election:

The notice of election must include:

- Date, time, and place of meeting

- Announcement of all voting methods being used
- Date the election method will be made available
- Deadline for return of ballots / electronic submission.

### Teller Responsibility:

- Create the survey
- Work with membership to ensure that each voter is a paid member.
- Send the results only to the Executive Board.
- Once minutes of the election have been approved, all ballots shall be destroyed by the teller's committee and all electronic member communications containing ballots shall be permanently deleted.

### Follow Up:

The PTA President will include the results in the next General Meeting and the Secretary will include the results in the minutes.