



## Elections Procedure

### GRAYHAWK ELEMENTARY SCHOOL PTO

Elections should occur once a year, typically commencing with the last General Meeting of the year prior to ballots being distributed.

#### **Nominating Committee**

- The nominating committee is composed of up to 5 members selected by the Executive Board.
- The Vice President will act as Chairman of the Nominating Committee.
- The nominating committee's job is to promote the upcoming election, explain the requirements for the elected positions, reach out to potential candidates, accept nominations, and manage the actual election process. The nominating committee must be unbiased throughout its work.
- The nominating committee should choose the most efficient way to host the election, while ensuring all PTO members can vote if they choose, while pertaining to Bylaws Article V in that each household and staff member has one vote.
  - If a staff member is also a parent, the nominating committee should ensure that individual only receives one ballot.

#### **Election Guidelines**

- Elections should be advertised within appropriate timelines as per Bylaws, which at least 10 days prior to voting.
- A nomination form (or email acknowledging interest) must be completed by all electees or potential electees prior to the physical ballot being sent out.
- If additional nominations are made from the floor at the last General Meeting of the year, and prior to the ballots being distributed, both the elector and electee should be physically present or on the phone/electronic means of communication to accept the nomination
- During the General Meeting, though not required, it is good practice to have the nominees introduce themselves. Nominees should share why they want to be elected, highlights of their PTO service (if applicable), and any special skills they bring to the PTO.
- A brief biography for every candidate should be posted on the Grayhawk PTO website prior to the election.
- If there is a vacancy in an Executive Board position after the final votes are tallied, a General Meeting will be held at the beginning of the next school year for PTO members to vote at the meeting for a candidate that has expressed interest.

#### **Ballot Guidelines**

- Instructions for completing the ballot should be clearly identified at the top, including where to locate candidate biographies. Directions for turning in the ballot should also be listed clearly at the top of the ballot as well as a reminder posted at the bottom.
- In the case of multiple candidates running for the same position, each name should be listed in alphabetical order (by last name).

- The ballot should include a write-in line item shown as “Other” for each open position. In the case of a write-in candidate winning, that individual would need to accept within 10 days and fill out a nomination form.
- Ballots should be counted privately by two or three PTO members who are not currently running for an office and should include the principal.
- Ballots should be retained in a sealed envelope for at least one year.

### **Examples of how to host an election while adhering to the Bylaws**

- **Distribution to classes/staff mailboxes**
  - Nominating Committee will obtain a list of all households from the Membership Toolkit Directory and compare to a list provided by school administration.
  - A ballot and envelope (addressed to Grayhawk PTO Elections with the family name) will be provided one per household and staff member.
    - Households who have both a staff member and student(s) will only receive one ballot.
  - Ballot package should be delivered – as best as possible – to the oldest student’s classroom via staff mailboxes with a deadline set for final votes to be submitted via sealed envelope provided.
    - Instruction to be included on the ballot (in addition to the Ballot Guidelines above) should be the voting deadline and notice that family should sign the back of the envelope.
  - PTO Mailbox volunteers will NOT open any ballots and place into a secure box for the ballot counters.
  - Within two days after the voting deadline, the ballot counters will meet to count votes.
  - Ballot counters will pull each ballot out of the sealed envelope and count the votes.
    - All envelopes and ballots should be securely retained for at least one year.
  - Ballot counters will advise the Nominating Committee Chairman (Vice President) of the final outcome.
- **Electronic Ballot via Membership Toolkit**
  - Advertise the election date range and method.
  - Create a form in Membership Toolkit ensuring appropriate conditions are set
    - Condition 1: Only one form per Household (ensures each member can submit only one ballot)
    - Condition 2: Ensure ballot is accessible to PTO Members only.
  - Ballot should adhere to all “Ballot Guidelines” set forth above.
  - Nominating Committee will pull detailed results and review for final outcome.
- **At the Spring General Meeting**
  - Advertise the election date, location, and time.
  - Set up a voting table at advertised date, time, and location.
  - Voters sign a “register” which states they are entitled to one vote per household and agree that spouse/additional guardians have not already voted.
  - Give member ballot to fill out.
  - Member deposits ballot into a secure box.
  - Election table should be staffed by at least two volunteers.
  - Ballot counters will then meet to count the votes.
  - Ballot counters will pull each ballot out of the box and count the votes.
    - All envelopes and ballots should be securely retained for at least one year.

- Ballot counters will advise the Nominating Committee Chairman (Vice President) of the final outcome.
- *Note:* This election method may not reach the full PTO member population and those who want to vote may be excluded.
- **Election Booth**
  - Advertise the election date(s), location(s), and time(s).
  - Set up voting table at advertised date(s), location(s), and time(s).
  - Voters sign a “register” which states they are entitled to one vote per household and agree that spouse/additional guardians have not already voted.
  - Give member ballot to fill out.
  - Member deposits ballot into a secure box.
  - Election table should be staffed by at least two volunteers.
  - Within two days after the final election booth, the ballot counters will meet to count the votes.
  - Ballot counters will pull each ballot out the box and count the votes.
    - All envelopes and ballots should be securely retained for at least one year.
  - Ballot counters will advise the Nominating Committee Chairman (Vice President) of the final outcome.
  - *Note:* This election method may not reach the full PTO members population and those who want to vote may be excluded.

#### **Final Voting Outcome**

- Submit late requests as soon as possible via email with subject “LAST MINUTE REQUEST”. Also, text VP Communication with request.
- If errors are found, email/text VP Communications as soon as possible for correction.

#### **Specific Media Information**

- After Nominating Committee Chairman (Vice President) is notified of the outcome, he/she will notify each candidate.
- After all candidates are notified, communication will be distributed to all PTO members.

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