

PA/PTA Expedited Election Guide

Why and When an Expedited PA/PTA Election is required:

An Expedited Election is required in the following cases: when a PA/PTA has failed to conduct a valid annual election, was unable to fill an officer vacancy by succession or to establish a PA/PTA in a new school. The following guide summarizes the steps required to conduct an Expedited Election for PA/PTA officers:

1) Written Notice of Expedited Election Meeting

- The PA is responsible for ensuring that written notification of expedited election meeting is provided to all members
- The notice must be dated and sent out at least 10 calendar days before the meeting.
- Expedited meeting notices must include the following information:
 - list of all available officer positions,
 - an acknowledgement that the only qualification for all offices is that the candidate be a parent of a child in the school,
 - term limits, if they are included in the bylaws,
 - an indication that all nominations for available offices will be taken from the floor
- Meeting notice templates are available for new schools ([PA/PTA establishment](#)) and existing schools ([PA/PTA re-establishment](#)).
- Contact the [Translation & Interpretation Unit](#) to request translated meeting notices.

2) Preparation for the Election

Materials Needed for the Election –

The following items should be prepared for the election:

- Stickers, post-its, etc. (see voter eligibility recommendation below)
- Attendance sheets
- Chart paper and markers to record nominees' names
- [Tally Sheets](#) – you will need at least one per elected office
- [PA/PTA Election Certification Form](#)
- Copy of PA/PTA bylaws for reference

If election is contested (more than one candidate for an office) these additional items will also be required:

- Ballots (bilingual ballot templates are available on the FACE PA/PTA [resource page](#)).
- Pens – for use by voters.
- Ballot box

Determining Voter Eligibility –

- All members of the PA/PTA at the time of the election are eligible to vote.
- The principal or her/his designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PA/PTA.
- This verification must occur prior to the distribution of ballots.
- No one can vote on behalf of another member.
- Absentee ballots are prohibited.

It is important to ensure that only eligible PA members receive ballots. The mechanism used to verify voter eligibility should be reliable and transparent.

Recommendation – As parents enter the school building have them sign in. At this time the staff member verifying voter eligibility should check the parents’ names against the ATS printout. Once a parent’s eligibility is verified, the staff member should give her/him a sticker, post-it, etc. and inform the parent that during ballot distribution she/he will have to exchange the sticker, post-it, etc. for a ballot.

3) Nomination Process

- A nominating committee is not formed when an expedited election is conducted.
- All nominations are taken from the floor during the election meeting.
- Members should be reminded that they can nominate themselves or someone else. In addition, a member can be nominated for more than one office (though he/she may only be elected to one office).
- Nominations should be taken one office at a time. Be sure to read the duties of office for each position as provided in the bylaws prior to accepting nominations (i.e., “We will now accept nominations for the position of President. The President shall preside at all meetings of the association and...”).
- The member recording meeting minutes must ensure the correct spelling of the names of all nominees.
- Call for nominations a total of three times for each office before announcing the official close of nominations and moving on to the next office.

Determining Candidate Eligibility –

Following the close of nominations, the principal or her/his designee must verify each candidate’s eligibility to serve as a PA officer.

- The only qualification for any office is to be a parent of a child in the school.
- “The definition of parent includes: birth or adoption parent, step-parent, legally appointed guardian, foster parent, and “person in parental relation” to a child currently attending the school.”
-- CR A-660, Definitions
- Parents members are ineligible to run for the following reasons:
 - They do not meet the PA membership requirements outlined in CR A-660, Section I.D.1.
 - They have been prohibited from serving on a PA executive board by the Chancellor, Chancellor’s designee, or FACE.
 - They are excluded by a term limit provision present in the bylaws.

4) Election Voting Process

The voting process differs depending on whether PA offices are uncontested (only one candidate for an office) or contested (more than one candidate for an office).

Uncontested Offices

When there is only one candidate for an office (uncontested office), the PA may follow the procedure outlined below:

- If there is only one candidate for an office, a member must make a motion to cast one vote to elect an uncontested candidate to office.
- A vote of the membership is required for approval of the motion.
- The result of the motion must be recorded in the minutes.

Contested Offices

When there is more than one nominated candidate for any office, the procedures outlined in this section must be followed:

Written Ballots –

- Written ballots are required for all contested offices.
- Candidates must be listed on ballots in alphabetical order by last name for each office.
- Candidates running for co-offices must be listed together and voted for as a team.

Translations of Ballots–

- Where possible, ballots should contain instructions in the languages spoken by parents other than English, as appropriate. Bilingual ballot templates are available on the [FACE PA/PTA resource page](#).
- If a ballot template is needed in a language that is not readily available, the school should contact the [Translation & Interpretation Unit](#).

Counting Ballots –

- Ballots must remain in the meeting room until the expedited election meeting has been adjourned.
- Ballots must be counted immediately following the conclusion of voting and in the presence of any members and observers.

Recommendation – Ask for three volunteers from the membership to tally the ballots in view of the membership: one person can remove the ballots from the ballot box and unfold them, a second person can read the names of the selected candidates, and the third person can mark down the votes on the [tally sheets](#). Make sure the number of ballots does not exceed the number of tallied votes for each office. Likewise, make sure the number of ballots does not exceed the number of present eligible voters. Have the volunteers initial or sign the tally sheets. Request one of the volunteers to announce the winning candidate for each office.

In the Case of a Tie –

- In the event that candidates receive an equal number of votes, and no other candidate has a higher number of votes, a run-off election must be conducted.
- Only the candidates tied for the highest number of votes may participate in the run-off election.

Retention of Ballots –

- The PA must retain ballots on school premises for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

5) Certification of Elections

- In signing the [PA/PTA Election Certification Form](#) the principal or her/his designee certifies that the nomination and election process was conducted in accordance with CR A-660 and the bylaws.
- The signed, completed form must be retained by the PA/PTA executive board and a copy must be filed in the principal's office.
- The principal or his/her designee must enter the information into the [School-Parent Leader Contact Information system](#) within 5 calendar days of the election. It is not necessary to fax the certification form to FACE or the district office.