

Parent Association/Parent-Teacher Association (PA/PTA) Annual Election Overview

Parent Association/Parent-Teacher Association (PA/PTA) Election Summary

- [Chancellor's Regulation A-660](#) (A-660) sets forth the governance structure of Parent Association/Parent Teacher Associations' (PA/PTA's) to ensure the rights of parents are clearly established.
- According to A-660 it is the PA/PTA's responsibility to conduct annual elections for PA/PTA officers by the last day of each school year to ensure that there will be a PA/PTA in place during the summer and for the opening of school in the fall.
- A-660 specifies a one year term for all PA/PTA officers, with the one-year term beginning July 1st and ending June 30th of the following year; therefore PA/PTA officer elections must be held every year.
- The PA/PTA is responsible for determining the most inclusive and appropriate means of conducting elections in a fair and unbiased manner.
- The PA/PTA's bylaws must specify how elections will be conducted, detailing the processes for candidate solicitation, nominations and the election of PA/PTA officers.
- PA/PTAs must follow the specific election procedures outlined in their bylaws-- including the processes for candidate solicitation, nominations and the election of PA/PTA officers-- and must ensure that all election procedures comply with the requirements of A-660.
- Although most bylaws require the formation of a nominating committee to assume responsibility of the nomination and election process, A-660 allows the PA/PTA to amend their bylaws to institute other election procedures.
- PA/PTA election resources, materials and templates can be [found here](#).
- The PA/PTA may request guidance in conducting an election from the appropriate [Presidents' Council](#) or the school's Parent Coordinator.

Scheduling and Notification of PA/PTA Elections:

- Annual elections for PA/PTA officers must be held by the last day of each school year.
- The principal must be notified of the date and time of the annual PA/PTA election by April 1st of each school year.
- If the principal is not notified by April 1st, she/he must request a scheduled date and time for the election meeting from the PA/PTA president.
- If the PA/PTA president fails to respond within 7 calendar days, the principal must notify all parents and convene a meeting to schedule elections.

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- The PA/PTA is responsible for ensuring that written notification of the election meeting is provided in a manner calculated to reach all parents. Meeting notices must be translated if necessary.
- Multiple means of communication may be necessary to ensure that all parents receive notification of the election. These may include mailing, backpack, email, telephone, text, etc.
- Election meeting notice must be sent at least 10 calendar days prior to the election meeting.
- The principal or his/her designee must verify each individual's eligibility to vote by confirming that the individual qualifies as a member of the PA/PTA and certify the election result. Parent Coordinators cannot be principal's designee
- Newly elected PA/PTA officers should work with the principal or designated staff member to complete the [Election Certification Form](#). The principal or designated staff member should certify the election by signing the form.
- If the elected president is unwilling or unable to serve as the school's representative to the Presidents' Council, the process contained in the PA/PTA bylaws should be used to identify a designee.

Following the PA/PTA Election:

- Ensure that the school's PA/PTA election information and the names and contact information of the PA/PTA's mandatory officers (i.e., president, recording secretary, treasurer) are entered into the [School-Parent Leader Contact Information system](#) data system within 5 calendar days of the election.
- The [School-Parent Leader Contact Information system](#) also captures SLT member information. Ensure that contact information for SLT parent members is also entered, if SLT parent members are also elected.
- Outgoing executive board members must ensure that records are transferred to the newly elected executive board members, including all parent contact information obtained during their term of office.
- Outgoing executive board members may not retain copies of PA/PTA records, including parent contact information. Transfers must occur on school premises, in the presence of the principal, the next practicable day following the election.
- The PA/PTA must retain copies of the ballots, tally sheets, attendance sheets, and minutes of the election meeting.

Resources for More Information and Support:

- [Chancellor's Regulation A-660](#) (A-660) sets forth the governance structure of Parent Association/Parent Teacher Associations' (PA/PTA's) to ensure the rights of parents are clearly established. A-660 can be found here: <http://schools.nyc.gov/NR/rdonlyres/EBEFFD82-30D5-4B91-9F9A-6A07B0D0F2D6/0/A660.pdf>
- PA/PTA election resources, materials and templates can be [found here](#) and here: <http://schools.nyc.gov/Offices/FACE/filesandresources.htm>
- The PA/PTA may request guidance in conducting an election from the appropriate [Presidents' Council](#) or the school's Parent Coordinator. You can find more information about Presidents' Council here: <http://schools.nyc.gov/Offices/FACE/BecomingaParentLeader/DistrictPresidentsCouncil/default.htm>