

## PA/PTA ELECTIONS

PA/PTA Elections must be held every spring, before the last day of school. The current 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 process for candidate solicitation, nominations, and the election of PA/PTA officers.

For Example:

The majority of PA/PTAs determine the best way to hold an election is by convening a nominating committee, which solicits nominations for a defined period of time, provides candidates an opportunity to address parents, and then votes by voice or ballot. Whenever possible, elections should be chaired by a parent member of the nominating committee. The principal, designee, or parent coordinator should never chair the election.

PA/PTAS may request guidance in conducting an election from their District Office or Presidents' Council.

### Suggested Timeframe for PA/PTA Spring Elections

Deadline/Timeframe	Task
<b>February</b>	Form nominating committee
<b>March</b>	Solicit nominations (send written request for nominations to all parents, place announcement in school newsletter, make in person announcements at school events, etc.)
<b>By April 1</b>	Notify principal of the election date by email
<b>At least 14 calendar days before election</b>	Submit election notice to principal/PC for distribution
<b>At least 10 calendar days before election</b>	School distributes election notice to parents
<b>By June 15</b>	Hold election (This gives two-week buffer, in case you need to reschedule, etc.)
<b>Within 5 days of election</b>	Submit <a href="#">Election Certification Form</a> (with officer contact info) to principal

### Nominating Committee

- It is best to form your nominating committee in February, so they will have enough time to conduct a well-planned election process that has been appropriately communicated to parents.
- The nominating committee should consist of 3-5 volunteers, none of whom sit on the executive board or plan to run for office.
- If you are unable to obtain enough volunteers, the executive board can reach out to individual parents and ask them to sit on the committee.
- School staff are not eligible for the nominating committee, even if they have children who attend the school.



Department of  
Education

**Division of Family and  
Community Engagement**

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This supersedes all previous guidance.

# Responsibilities of the Nominating Committee

## Before the Election

- **Canvas parents for eligible candidates**
  - ✓ Nomination requests should be sent out in writing. (School will distribute.)
  - ✓ Use translated templates to ensure every parent receives the notice in their home language.
  - ✓ Verify eligibility of nominees. (Work with principal/PC.)
- **Schedule Elections**
  - ✓ Schedule election for a time and location that is convenient for the majority of parents and families.
  - ✓ Notify principal of election date (by April 1).
- **Election Notifications**
  - ✓ Create Election Meeting Notice.
  - ✓ Use translated templates to ensure every parent receives the notice in their home language.
  - ✓ Give notice to principal in time for it to be sent to all parents at least 10 calendar days before the election.
- **Prepare materials (Use translated templates)**
  - ✓ Ballots
  - ✓ Attendance Sheets
  - ✓ Ballot Box
  - ✓ Tally Sheets

## After the Election

- Elect parent members to the School Leadership Team
  - ✓ The election of parent members to the SLT may take place directly following the PA/PTA election.
  - ✓ Bylaws should include the number of parent members and any restrictions on eligibility.
  - ✓ All parents are eligible to vote for every parent member of the SLT, unless they are employees of the school.
  - ✓ Follow the process for expedited elections.

## During the Election

- **Bring**
  - ✓ Copy of the bylaws and A-660
  - ✓ Election Materials
  - ✓ Blank Election Certification Form
- **Verify voter eligibility**
  - ✓ Ask principal or designee to bring list of eligible parents (candidates and voters)
  - ✓ Only school employees should have access to this list.
- **Candidate Statements**
  - ✓ Provide each candidate with the opportunity to address membership.
  - ✓ Candidates who cannot attend election may ask another parent to read their statement or have it read by the nominating committee.
- **Conduct Election**
  - ✓ Uncontested Offices = may use a voice vote
  - ✓ Contested Offices = may use a ballot vote
- **Count Ballots**
  - ✓ Immediately after election
  - ✓ In front of membership – quorum should ideally be maintained while ballots are counted
  - ✓ Ballots do not leave the room until meeting is adjourned
  - ✓ Ballots must remain on school premises for one year after election
- **Runoff Election if necessary**
- **Verbally Announce Winners**
- **Certify Election**
  - ✓ Principal or designee must sign [Election Certification Form](#) before meeting is adjourned. (Cannot be PC.)
  - ✓ Encourage new officers to enter contact information immediately.
  - ✓ Contact information for all officers must be provided to principal/PC within 5 days of electi