

TO: Authorized voters for PSBA officer elections

FROM: Dr. Marcela Diaz Myers
PSBA President

SUBJECT: Voting procedure for PSBA officer elections

DATE: August 12, 2013

For the first time this year, PSBA members will be following new procedures for electing PSBA officers as authorized in bylaws changes approved by the membership at the 2012 annual business meeting (PSBA Bylaws, Article IV; Section 6). A major change to the new procedure requires that each member entity cast one vote per office instead of individuals voting during the annual conference in October. You are receiving this packet because you have been identified as the authorized voter on behalf of your school entity. This person is the board secretary for member school entities except community colleges whose president is designated as the authorized voter.

In this packet, you will find 1) 10 copies of the slate of candidates including biographical information; 2) step-by-step instructions on completing the voting process on behalf of your school entity; and 3) a sheet of Frequently Asked Questions. Voting will be done through a secure, third-party, web-based voting site (Simply Voting) that will require identity verification using your email address.

Electronic voting will be open from **Sept. 3-Oct. 1, 2013**; therefore, it is very important that your board discusses the candidates and decides by majority vote how to cast its votes during one of its meetings in September.

Thank you for your cooperation with the new procedures, which we hope will ignite greater engagement among our members for the very important process of electing future leadership of this association.

c: President, Board of School Directors
Chief School Administrator
PSBA Liaison

Instructions for casting your school entity's votes for PSBA officers

Beginning in 2013, PSBA members will follow a completely new election process, which will be done electronically during the month of September. The changes will have several benefits, including greater membership engagement and no more absentee ballot process.

As your school entity's authorized voter, the following instructions will guide you through the process step-by-step. The authorized voter is the board secretary for member school entities except community colleges whose president is designated as the authorized voter.

Step 1 – Be sure your school directors are aware of the slate of candidates

Included in this kit is a 2014 Slate of Candidates for PSBA offices. The slate also has been printed in the July 26 and Aug. 9 issue of the *School Leader News*, the August *PSBA Bulletin* and online at www.psba.org/elections/index.asp. We strongly encourage you to share the copies of the slates enclosed with your board members and share the website with them.

The election website will have additional information on each candidate and links to videos each candidate has produced on their own.

Step 2 – Schedule a board discussion on PSBA candidates at one of its September meetings

Because each school entity will vote collectively on one candidate per position, the board of school directors will need to decide by majority vote of the board which candidate will receive the board's vote for each office. Board secretaries should be sure this discussion is scheduled for one of its September meetings since the electronic voting period is only open from **Sept. 3-Oct. 1, 2013**.

Step 3 – Register your votes

Once your school board has decided which candidates to support, you will go to the Simply Voting website between **Sept. 3-Oct. 1** through the link provided to you in an email from the company. Be sure to allow emails from psba@simplyvoting.com through your firewall or spam filters. This email will provide you a dedicated link to the voting pages on its site and a password unique to you, which you will use to enter the secure system.

If possible, we encourage you to register your votes online during the board meeting immediately following the board discussion and decision.

Step 4 – Share your voting confirmation with the school directors

Immediately after you vote on the Simply Voting website, you will have access to a voting receipt confirmation that your vote has been completed and showing you who your entity voted for. The receipt provides documentation that the board's votes were registered consistently with results of the board's voting. You should print the receipt and circulate copies to your board members without delay. You should consider attaching a copy of the receipt to the minutes of the meeting at which the board cast its votes. Results of the election will be announced at the Delegate Assembly on Oct. 15, 2013, at the Hershey Lodge & Convention Center and in PSBA publications and website after that date.

Frequently asked questions

(The answers below are drawn primarily from PSBA Bylaws and PSBA Policy 108 - Procedures And Campaign Policy For Election Of Officers and At-Large Representatives)

- **How many affirmative votes are needed to select a candidate?**
A candidate must receive a simple majority of votes of a quorum of the entity's governing board in order for an entity's vote to be cast for that candidate.
- **What happens if a school board is deadlocked and cannot select one candidate for a particular office?**
If the board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.
- **Does the school board need to vote at a public meeting to elect PSBA officers?**
Yes. PSBA Policy 108 specifies that votes of an entity's board are to be cast at a public meeting.
- **Is a roll call vote needed?**
A roll call vote is not required. However, that procedure may be used if it appears necessary in order to accurately determine the outcome of a vote that is not unanimous.
- **What happens if a school board does not have a public meeting prior to PSBA's deadline for voting?**
If the board is unable to have a meeting during the voting window, it will not be able to cast votes for candidates.
- **Are governing boards of intermediate units, career and technical centers and community colleges also entitled to cast votes in PSBA elections?**
Yes. The boards of all PSBA member entities whose current-year membership dues are paid in full are eligible to cast that entity's votes in PSBA elections. For purposes of the PSBA election process, the joint operating committee of a career and technical center is regarded as that entity's governing board.
- **If I am also on the IU board or CTC JOC, does that mean I am able to participate in the voting of each entity?**
Yes.
- **May a board abstain from voting on a particular office?**
There is no general rule that requires a vote to be cast for every office on a ballot, so as a practical matter abstention is allowed, but of course not encouraged.

On the following page is an excerpt from PSBA Policy 108 (as amended April 27, 2013), addressing how votes are cast by member entity boards.

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J. Voting procedures.

1. Voting and registering of votes shall take place during a period commencing six weeks prior to the annual meeting of the Delegate Assembly and ending two weeks prior to the annual meeting of the Delegate Assembly, unless the PSBA Governing Board declares a shorter voting period. Specific dates for the first and last day of voting shall be widely publicized to the membership.

2. Sufficiently prior to the voting window, printed slates of candidates, along with instructions for voting, shall be distributed to the board secretary of the governing board of each member entity eligible to cast votes. For purposes of the PSBA election process and this policy, the joint operating committee of a career and technical school is regarded as that entity's governing board.

3. Casting of votes by member entities.

a. Each member entity whose current year PSBA dues have been paid in full shall be entitled to cast one vote for each elected position presented for election. An entity may cast a vote only for an at-large position for the section of the state to which it is assigned.

b. The vote of the entity for each position shall be determined by simple majority vote of the entity's governing board (majority of a quorum), cast at a public meeting of the board.

c. A candidate must receive a majority of votes of a quorum of the entity's governing board present and voting in order for an entity's vote to be cast for that candidate. A plurality of votes by an entity's governing board for any candidate is not sufficient. In the event that no candidate for a position receives at least a majority of votes of the quorum present and voting, a run-off shall be conducted between the two candidates previously receiving the most votes. If the board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.

d. The secretary of each entity's board shall record the board's vote as to each elected position on the ballot.

e. The selections of each member entity's board for the elected positions on the ballot cast for that entity shall be registered with the PSBA Credentials Committee by the secretary of each entity's board.