



TO: Persons authorized to register votes for PSBA officer elections

FROM: Dr. Richard L. Frerichs
PSBA President

SUBJECT: Voting procedure for PSBA officer elections

DATE: August 29, 2014

For the first time last year, PSBA members followed 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 person authorized to register votes 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.**

Information about the voting procedure and slate of candidates has been shared through multiple channels, including PSBA's *Daily EDITION* email; the August issue of the *PSBA Bulletin*; the association's website; a direct email sent to you on Aug. 13 and a second notice email on Aug. 23 if you had not opened the first email; and a test-ballot email sent to you on Aug. 28.

The slate of candidates, including photos, bios and videos, is online and all board members should be reminded to visit www.psba.org/elections/index.asp to familiarize themselves with the candidates. An election FAQ also is posted on this Web page.

Voting will be done through a secure, third-party, Web-based voting site (Simply Voting) that will require identity verification using your email address. You will receive an email on **Sept. 9** from Simply Voting from the email address psba@simplyvoting.com with a link to the official ballot and password and login information. Work with your IT staff to ensure email from psba@simplyvoting.com is allowed through your firewall.

Electronic voting will be open from **Sept. 9-Oct. 6, 2014**; 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 voting process.

c: President, Board of School Directors
Chief School Administrator