



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

As your school entity's person authorized to register votes on behalf of your school entity, the following instructions will guide you through the process step-by-step. The authorized vote register 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

Enclosed is a 2016 Slate of Candidates for PSBA offices. A more detailed slate including photos, bios and videos can be found online at <http://bit.ly/2016PSBA slate>. We strongly encourage you to direct your school directors to the website.

Step 2 – Schedule a board discussion on PSBA candidates at one of its August or 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 meetings since the electronic voting period is only open from **Aug. 17-Sept. 28, 2015**.

Step 3 – Register your votes

Once your school board has decided which candidates to support, you will go to the Simply Voting website between **Aug. 17-Sept. 28** through the link provided to you in an email from the company on Aug. 17. Be sure to allow emails from vote@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. Additionally, you can notify your IT staff that email blasts from Simply Voting will originate from one of two IP addresses: 64.46.54.108 or 198.21.6.73. Ask them to add these to your firewall safe lists.

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. 13, 2015, at the Hershey Lodge & Convention Center and in PSBA publications and website after that date.

PSBA Slate of Candidates for 2016

Visit <http://bit.ly/2016PSBA slate> for more details on each candidate, including biographies, photos and videos. The Leadership Development Committee drew names randomly to determine which order candidates appear on the slate.

President Elect

- Mark B. Miller*, Centennial SD (Bucks Co.)
- Mary Birks*, Mt. Lebanon SD (Allegheny Co.)

Vice President

- John Love, Muhlenberg SD (Berks Co.)
- Robert Schwartz*, Wallenpaupack Area SD (Pike Co.)
- Michael Faccinetto*, Bethlehem Area SD (Northampton Co.)

Eastern At Large

(Only school entities in PSBA Regions 7, 8, 10, 11 and 15 cast a vote for this position. If your entity is not in one of these regions, you will not see this position on your electronic ballot that you will receive from Simply Voting on Aug. 17.)

- Michael Melnyk, Norristown Area SD (Montgomery Co.)
- Gary Smedley*, Carbondale Area SD (Lackawanna Co.)
- Larry Feinberg*, SD of Haverford Twp (Delaware Co.)

* The Leadership Development Committee may, by majority vote, choose to endorse the nomination(s) of one or more candidates for any elected position as a means of identifying those candidates that the Leadership Development Committee considers to be highly qualified. (PSBA Bylaws, Section 5 C – Nominations)



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.
- **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. You may cast a vote for each board on which you serve.
- **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.
- **Our board secretary never received an email from Simply Voting with the log in password to the online ballot.**
This email will not arrive until voting opens on Aug. 17. Be sure your firewall security is allowing the email vote@simplyvoting.com to get through. Additionally, you can notify your IT staff that email blasts from Simply Voting will originate from one of two IP addresses: 64.46.54.108 or 198.21.6.73. Ask them to add these to your firewall safe lists.

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- **Why do some candidates have an asterisk next to their name on the ballot?**

An asterisk indicates that the candidate has been “endorsed” by the PSBA Leadership Development Committee. More than one candidate may be endorsed for any one office.

PSBA no longer has a nominating committee that decides who appears on the ballot---all eligible members who file a timely application for nomination will appear on the ballot. Instead, the PSBA Bylaws now provide that “The Leadership Development Committee may, by majority vote, choose to endorse the nomination(s) of one or more candidates for any elected position as a means of identifying those candidates that the Leadership Development Committee considers to be highly qualified.” PSBA Bylaws, Article IV, Section 5.C. PSBA Governing Board Policy 108 further explains as follows:

“In determining whether to endorse any candidate the Committee shall consider the extent to which the candidate’s background, experiences, talents, training, involvement in Association activities and other pertinent attributes indicate potential for valuable contributions to the success of the Association at increasing levels of Association leadership and responsibility. With regard to the office of treasurer, the Committee shall also consider the extent to which an applicant possesses fiscal acumen and experience in finance and accounting, enabling an understanding of the association's financial issues including but not limited to, accounting standards, financial reports, financial statements, audits, budgets and financial record keeping requirements. The Leadership Development Committee shall further outline the endorsement criteria to be used for each position.”

Each candidate is asked to submit extensive background information and appear for an interview with the Leadership Development Committee prior to any endorsement determinations.

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

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.

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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.*

