



TO: Persons authorized to register votes for PSBA officer elections

FROM: Michael Faccinetto
PSBA President

SUBJECT: Voting procedure for PSBA officer elections

DATE: August 7, 2017

It is election time again for PSBA leadership, and you play a critical role in making this happen. 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 registrar.

Enclosed you will find:

- A slate of candidates, including bios or candidate statements. Please note that all of this information also is online, including candidate videos, at www.psba.org/elections.
- An instruction sheet with step-by-step guidelines on what you need to do as your school entity's authorized vote registrar.
- A sheet of frequently asked questions (also online at www.psba.org/elections.)

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 **Aug. 24** from Simply Voting from the email address vote@simplyvoting.com with a link to the official ballot and password and login information. Work with your IT staff to ensure email from Simply Voting is allowed through your firewall. **PLEASE NOTE:** Only member entities in good standing may vote. If your dues have not arrived by Aug. 24, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues for 2017-18.

Electronic voting will be open from **12:01 a.m., Aug. 24 and close at 11:59 p.m., Oct. 12**; 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 August, September or October.

Thank you for your cooperation with the voting process.

IMPORTANT PSBA ELECTION INFORMATION ENCLOSED

Terri Birchard:

You have been identified as the person authorized to register votes on behalf of:

Erie County Technical School

You will receive login credentials on Aug. 24 to the email address we have on record for you: **tbirchard@ects.org**. You will use this login information to register the votes of your school entity for the PSBA elections.

If this email is wrong or you believe you are receiving this packet in error, please contact Steve Robinson at steve.robinson@psba.org no later than August 18.

The slate of candidates, bios and videos is available online at www.psba.org/about/governance/psba-officer-elections-slate/.

PLEASE NOTE: Only member entities in good standing may vote according to PSBA Bylaws. If your 2017-18 dues have not arrived by Aug. 24, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues payment.