



To: Persons authorized to register votes for PSBA officer elections
From: David Hutchinson
Subject: Voting procedure for PSBA officer elections
Date: August 12, 2019

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 entities except community colleges whose president is designated as the authorized registrar. Administrative assistants will be receiving electronic copies of the enclosed materials via email.

Enclosed you will find:

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

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 23rd 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 12**, you will not receive the email with the link to the ballot. Passwords will be released once dues are received for 2019 – 2020.

Electronic voting will be open from 12:01am, Aug 23 and close at 11:59pm on Oct 11; 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 or September.

Thank you for your cooperation with the voting process.



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

The following instructions will guide you through the voting process step-by-step. The authorized vote registrar is typically the board secretary for member 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 2019 Slate of Candidates for PSBA offices. A more detailed slate including photos, bios, and videos can be found online at www.psba.org/about/governance/psba-officer-elections-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 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 23 – Oct 11, 2019.

Step 3 – Register your votes

Once your school board has decided which candidates to support, you will go to the Simply Voting website between 12:01a.m., Aug. 23 and 11:59p.m., Oct. 11 through the link provided to you in an email from vote@simplyvoting.com on Aug. 23. 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 the IP address: 198.21.6.73 or 184.173.105.83. Ask them to add these to your firewall safe lists. **PLEASE NOTE:** Only member entities in good standing may vote. If your dues have not arrived by Aug 9, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues for 2019 – 2020. 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 decision. 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 Friday, Oct. 18, 2019, at the Hershey Lodge & Convention Center and in PSBA publications and website after that date.