



# ELECTION OF PTA OFFICERS AND ELECTED SCHOOL BOARD MEMBERS

## **Election Procedures**

### **Ballots**

1. Only members of AISZ PTA may vote in the election. Voting entitlement is one vote per membership.
2. The Election Officer will inform the membership of voting procedures in advance of the meeting.
3. Ballots should be printed on coloured paper and stamped with the school stamp and an additional stamp to avoid photocopies being taken.
4. A register of current PTA members will be used to verify voting eligibility and record the issuance of ballots.
5. Each ballot must be signed for by the person collecting it.
6. A minimum of three Election Assistants are needed to issue ballots and count votes. These must be members of the PTA who are not running for election. At least one teacher and one parent should be included, and it would be good practice to exclude existing members of the Executive Committee or the School Board.
7. Counting will take place during the meeting. Absentee votes must be counted along with the votes cast on the night.
8. The result of the vote will be announced before the end of the meeting. The numbers of votes will not be announced, only the result and total number of votes cast.
9. In the event of a tie, a runoff election will be held one week after the original election. No extra meeting need be called for the runoff election. Procedures for the run off election will be published by the Election Officer immediately following the tie.
10. All ballot papers will be destroyed after the election result has been accepted.

## **Proxy Voting and Absentee Ballots**

1. A **Proxy voter** collects and casts a ballot on behalf of another PTA member.  
An **absentee ballot** is collected and cast by the PTA member in advance of the elections.
2. Proxy voting and absentee ballots are available to any PTA member unable to attend the election meeting on Wednesday, 13 May.
2. Ballots will only be issued to proxy voters with the proper *Proxy Voter* form. The form can be requested from Katie Sawyer, PTA President.
3. Absentee ballots may be obtained by contacting Katie Sawyer (099.311.7436 or [Katie@sawyerhome.us](mailto:Katie@sawyerhome.us)).
4. If a member is unable to collect his/her absentee ballot personally he/she may designate someone to collect it on his/her behalf. Katie Sawyer must be informed of the selection, and will issue a ballot only to the designated person.
5. All absentee ballots must be placed in the ballot box in the main school office by 3.15pm on the day of the election.
6. It is the responsibility of the voter to ensure that his/her ballot is collected and cast.
7. No replacements will be issued for lost ballots; replacements for destroyed or spoilt ballots will be issued only upon receipt of old ballot.
8. All absentee votes must be cast by the close of the election.