

AISZ PTA ELECTIONS

Guidance for Election Officers

A minimum of three volunteers - Election Officers - are needed to issue and count votes. These must be members of the PTA who are not running for election. At least one teacher should be included in the volunteers and it would be good practice to exclude existing members of the Executive Committee or the School Board.

A sealed box for casting the absentee votes will be kept in the office.

All absentee votes must be cast by the end of the election.

Two of the Election Officers will collect the box at 3.15pm and seal it until the evening.

At the evening vote, an up to date list of PTA members will verify voting eligibility and those who received absentee ballots.

If a member applied for an absentee ballot and for some reason didn't use it they can still cast a ballot at the elections.

Ballot papers will not be issued as people are coming in to the meeting. After the President has welcomed everyone to the meeting, anyone wishing to vote will be invited to approach the Election Officers table where the ballots will be issued.

Voting will take place as members place their votes in a sealed box at the front of the room. The ballot paper must be folded and the stamp and number on the back shown to an Election Officer before placing the ballot in the box.

Counting will take place at the meeting. Absentee votes must be counted along with the ballots cast on the night.

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.

In the event of a tie, a runoff election will be held one week after the original election. No extra meeting will be called for the runoff election.

After the result of the election has been accepted all ballot papers will be destroyed.