



Northshore Council PTSA Voting Policy

Northshore Council PTSA allows live voting which is by voice or ballot at a membership meeting, whether over video calling or in person. Council also allows asynchronous voting by ballot done by email or survey. Voting practices shall be in compliance with the WA State PTA bylaws and this policy.

GENERAL VOTING FORMAT

1. Voting can be for an election or a motion.
2. All communication regarding voting including notice of elections, links to online nomination forms, or voting ballots will be emailed to all local PTA leaders of each PTA in Northshore Council PTSA's membership area who are listed in the memberplanet database at the time the email is sent.
3. The first notice of a vote that is to be conducted must be sent at least 14 days prior to the vote and must include an announcement of the voting method being utilized, as well as the procedure and deadline to vote.
4. The second notice of a vote must include same information as first notice, a link to the ballot if one is being used, and the date, time, and location where the vote will take place or ballot results will be announced.
5. When voting by ballot, the president shall appoint a tellers committee of 2-3 individuals prior to the start of the voting. (See TELLERS COMMITTEE and BALLOT FORMAT sections below.)
6. All voting results must be reported at a membership meeting and recorded in the minutes.

REPORTING VOTING RESULTS

- For voice votes, the President will announce the results to be recorded in the minutes.
- For ballot votes, upon reaching the voting deadline, the tellers committee will tally results and deliver the tellers report to the president. (See TELLERS COMMITTEE and BALLOT FORMAT sections below.)
- The results of the election must be delivered by the president at the current or next general membership meeting following the deadline to submit votes and recorded in the meeting minutes. This can be at a regularly scheduled meeting or one called specifically to report the results as long as proper meeting notification is given.
- The tellers report will be added to the minutes of the membership meeting at which the election results are announced.

TELLERS COMMITTEE

- The president shall appoint 2-3 tellers at a board or general meeting or with email confirmation from the board. In the case of an election, it is recommended that at least one of the tellers is not on the ballot.
- Each appointed teller must keep all details of voting confidential, except for the final report delivered to the president. It is recommended that the tellers sign a non-disclosure agreement.
- The tellers committee is responsible for reviewing and publishing the ballot to be delivered to members.
- The tellers committee must verify that each ballot is from an eligible voter per Northshore Council PTSA Standing Rules.

- In the case of an asynchronous election, each ballot submitted by an eligible voter counts towards quorum.
- A blank ballot is counted as an abstaining vote.
- If a ballot is in any way ambiguous, it may count toward quorum but only count as a vote if the ambiguity can be resolved.
- If more than the allotted votes per Northshore Council Standing Rules are received from the same local PTA, the tellers committee will contact the president of that PTA to establish which leaders have delegate privileges. The tellers committee must not indicate in any way how each of the leaders voted.
- The tellers committee tallies the ballot votes and creates a tellers report to submit to the president. *Example tellers report:*

SAMPLE TELLERS REPORT	
<i>Submitted to the President of <PTA Name> on <date>.</i>	
Number of Eligible Ballots Received:	23
Number Required for Quorum:	16
<u>For the office of Treasurer</u>	<u>Votes Received</u>
Linda Belcher	13
Jane Jetson	3
Helen Parr	6
Abstaining/Blank	1
Ambiguous	0
<u>Motion to Approve Standing Rules</u>	<u>Votes Received</u>
Yes	21
No	1
Abstaining/Blank	1
Ambiguous	0
Tellers Committee Signatures	
<1st teller's printed name>	<1 st teller's signature>
<2nd teller's printed name>	<2 nd teller's signature>
<3rd teller's printed name>	<3 rd teller's signature>

- All electronic transmissions regarding voting and online ballots shall be permanently deleted by the tellers committee after the vote is recorded in the minutes and before June 30th of the year the election is held.

BALLOT FORMAT

- A ballot can be created using paper ballots or online tools including, but not limited to, Google Forms, Survey Monkey, or Zoom Poll. The tool used must be able to support the ballot requirements.
- Live ballot requirements:
 - Full list of all nominees or complete text of the proposed motion.
 - Announcement of time allotted to submit a vote.

- The ability to abstain from each item or submit an empty ballot.
- Asynchronous ballot requirements:
 - Brief description of the voting procedure.
 - Ballot return deadline.
 - Full list of all nominees or complete text of the proposed motion and any referenced documents.
 - Respondent name, PTA, and contact information to confirm voting eligibility.
 - The ability to abstain from each item or submit an empty ballot.

OFFICER OR NOMINATION COMMITTEE ELECTION FORMAT

1. All GENERAL VOTING FORMAT requirements must be followed.
2. The first notice of an election must also include:
 - The list of nominees (for nominating committee elections) or the Nominating Committee Report (for officer elections). *Note: The signed Nominating Committee Report must be submitted to the members 15 days prior to the election.*
 - Provision for self-declared nominations including instructions and the link to the online tool, if applicable.
 - Length of time self-declaration period is open (recommended at least 7 days).
 - The eligibility requirements for election.
 - The date that the full list of nominees, including those who self-declared, will be sent.
3. If self-declarations are received, efforts must be taken to verify information and eligibility for positions. In the case of nominating committee positions, the president will designate a board member to fill this role. In the case of officer elections, the Nominating Committee will fill this role. All eligible self-declared nominees must be contacted and informed of the addition of their name to the final ballot.
4. The second notice of an election must also include the full list of nominees (for nominating committee elections) or officer candidates (for officer elections) including all self-declared candidates who meet eligibility requirements.

SELF-DECLARED NOMINATIONS

- Self-declared nominations for elected positions must be allowed and conducted the same for each position in an election.
- For meetings in person or over video calling, this can be done by taking nominations from the floor or virtually ahead of time.
- Asynchronous elections must use virtual self-declared nominations.
- Virtual self-declared nominations must be completed prior to the election.
 - An online form should be used to submit self-declared nominations. This should be emailed out as well as posted to the website.
 - Communication must include the self-declared nomination deadline as well as eligibility requirements for election.
 - The recommended period to self-nominate is at least 7 days.
- All eligible self-declared nominees must be contacted and informed of the addition of their name to the election.
- Eligibility to run for office must be confirmed for each self-declared nomination that is received.