

Equitable and Transparent PTO Board Elections Procedure

Introduction: The following procedure is designed to ensure an equitable, fair, and transparent process for electing the PTO Board members. Our goal is to encourage broad participation and ensure that all interested parties have a clear understanding of the election process.

Nomination and Election Committee: To ensure a fair and transparent election process, the PTO shall identify no less than three (3) individuals to serve on a Nomination and Election Committee at its second general meeting of the school year, annually. This committee is responsible for overseeing all aspects of the election process, from nominations to the final vote count. The committee will not include the current President or Vice President nor any candidate running for these positions. Members of the committee may be current board members or general PTO members in good standing. Their role is to maintain the integrity and fairness of the election process, ensuring that it is conducted in an open and equitable manner.

1. Announcement of Election:

- The election will be announced by Communications (in conjunction with the Membership Coordinator, Election/Nomination Committee, and Outreach/Information Hub) at least 30 calendar days before the last general PTO meeting of the school year.
- Information about the election will be distributed through multiple communication channels including, but not limited to: email, social media, PTO website, posters, and flyers distributed on campus.

2. Eligibility and Nominations:

- All PTO members of students currently enrolled in the school are eligible to run for a position on the PTO Board.
- PTO officers who have served during the prior school year can run for an executive board position (President, Vice-President, Secretary, Treasurer). If there is a lack of candidates for the executive committee, the board may vote to waive this requirement.
- Nominations will be open for a period of 14 days starting from the date of the election announcement.
- Candidates can self-nominate or be nominated by another parent or guardian. They can also self-nominate or be nominated at the General PTO Meeting prior to the vote. The ballot will have blank lines for write-in votes.
- Each nominee shall be allowed but not required to submit a short biography and a statement of intent outlining their qualifications and reasons for running.

3. Nominee Information:

- The Nomination and Election Committee will gather nominee biographies and/or statements of intent, (if submitted) and make them available to the parent population within five days after the nomination period ends.
- The Nomination and Election Committee will distribute this information via email, ensure this information is posted on the PTO website, and made available in the school office.

4. Campaigning:

- Nominees are not expected to campaign for their candidacy.
- Nominees will conduct themselves in a respectful and positive manner.
- The PTO will provide a platform for nominees to introduce themselves, briefly share their ideas, and interact with the parent community immediately prior to the election. The Nomination and Election Committee can distribute this information via email, post this information on the PTO website, and have the information available in the school office.

5. Voting Procedure:

- **Ballots:** Ballots can be collected during school hours on the day of the election. A ballot box can be placed on the front counter, allowing PTO members to submit their ballots anonymously while signing their names on a voter roll, ensuring that no one votes twice, and mirroring real-world voting practices where individuals sign to confirm their vote.
- **Voting at the Meeting:** During the meeting, members of the Nomination and Election Committee will cross-check the voter roll to ensure those who have already voted do not receive another ballot. This process ensures everyone has a fair chance to participate without duplicating votes.
- Votes will be cast anonymously to ensure privacy.

6. Vote Counting and Results:

- The election committee will oversee the vote-counting process.
- The committee will count the votes immediately following the election.
- Results will be announced at the end of the meeting and will be communicated via email and posted on the PTO website the following day.

7. Start of Terms

- The board officers elected at the elections will begin their service no later than 30 days after the election. Currently serving board members should make good-faith efforts to prepare incoming officeholders for their term.

7. Appeals Process:

- Any concerns or disputes regarding the election process must be submitted in writing to the election committee within three days of the election results being announced.
- The election committee will review and respond to all appeals within five days of receipt.

Conclusion: This procedure is intended to ensure a democratic, fair, and transparent election process for the PTO Board. We encourage all parents and guardians to participate actively and responsibly in the election to help shape the future of our PTO and our school community.