Dear PTA Leader,

Ohio PTA has been asked to provide guidance to our PTAs around the Nominating and Election processes that may have been interrupted by the closing of school buildings and the need for social distancing. With today's technology, a little planning and adherence to standards of transparency, you can complete the processes to secure the future of your PTA's leadership. We all need to be a little flexible to get the job done.

CONSIDER: First, where are you in your process? Please review your bylaws for the guidelines you should be following for nominating and elections. Do you already have your nominating committee elected? Has your slate been announced to your PTA membership? When are elections to be held? How do you allow for "floor nominations"?

Obviously, you want to follow your bylaws as close as possible, but you need to use some creativity to get the job done. Plan and discuss the details for each process you need to complete with a small committee of PTA leaders (you can include members of the executive committee or board members) for maximum transparency. Cover all your bases: timing, membership list for membership confirmation, be prepared with "tellers" who will verify the election information (whether you use an online meeting platform or Google Form), "floor nomination" process. A Google ballot could be used after a Zoom meeting, which would allow the presentation of the slate, the floor opened for nominations, and give the nominees a chance to tell about themselves.

Suggestions for meetings to elect the nominating committee or hold your election:

1. Host a Zoom PTA Meeting (https://zoom.us/). Zoom offers free video conferencing (note that there may be some possible limits to time and numbers) or you can choose to subscribe for a few months as needed. The great thing about Zoom is that you can see everyone in the room as you run your meeting. There is also a "registration" option available to get information about the attendees. Zoom offers tutorial videos for first-time users.

Call a regular meeting or "special meeting" to take care of the business needed, i.e., elect the nominating committee or hold elections. **Please review your bylaws for any procedures or timing criteria to call a special meeting.** Remember to invite all members to participate -- the Zoom invitation can be copied into an email. During the meeting, be sure to confirm that all persons in attendance are members of your PTA and therefore eligible to vote. If you are voting by voice, it would be beneficial to have your secretary call roll for voting and the tellers can tabulate the "yes" or "no" votes.

2. Hold elections by using a Google Form ballot (**Sample Elections Form attached**). Google Forms are simple to create, you can make certain questions mandatory to answer, and the results of the Form will be put into a spreadsheet for easy tally by your tellers. Be sure to collect the name of the member voting to verify their voting eligibility and to be sure that they only vote one time.

How to Create a Google Form (see attached) or Google "How to Create a Google Form" for more details.

Suggestions for announcing your proposed slate:

Email your membership or announce the slate through an electronic newsletter. IMPORTANT: Remember to be prepared to include all information regarding any alternate plans for your elections (Zoom Meeting, Google Form) and how to "run" from the floor. Again, be as transparent as possible so your members don't feel disenfranchised.

Remember that these are suggestions to help PTAs navigate through these next few months of uncertainty, not as a replacement to procedures detailed in your bylaws. Common sense should always prevail.
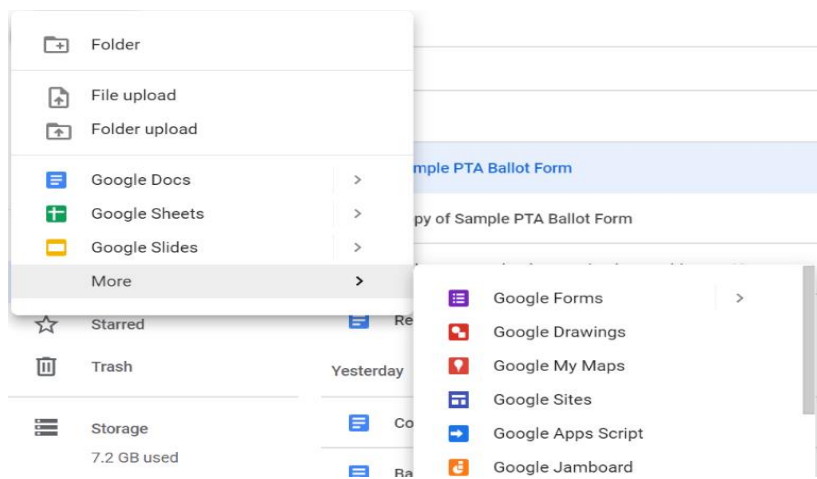
Please contact your District Advisor if you have any questions that we have not covered.

How to create a Google Form

Go to your Google Drive and Click on "NEW"

Drive

New

☑ Priority

▸ My Drive

▸ Shared drives
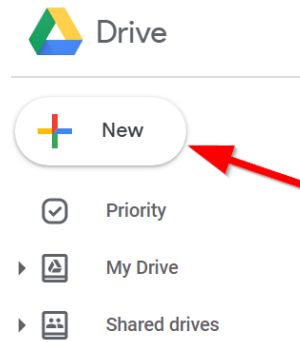
The dropdown will show several options, look under "MORE" for Google Forms:

Create your Ballot – Remember to NAME THE FORM -- see the sample:

Be sure that you include settings for capturing emails:

Send

✕ Settings
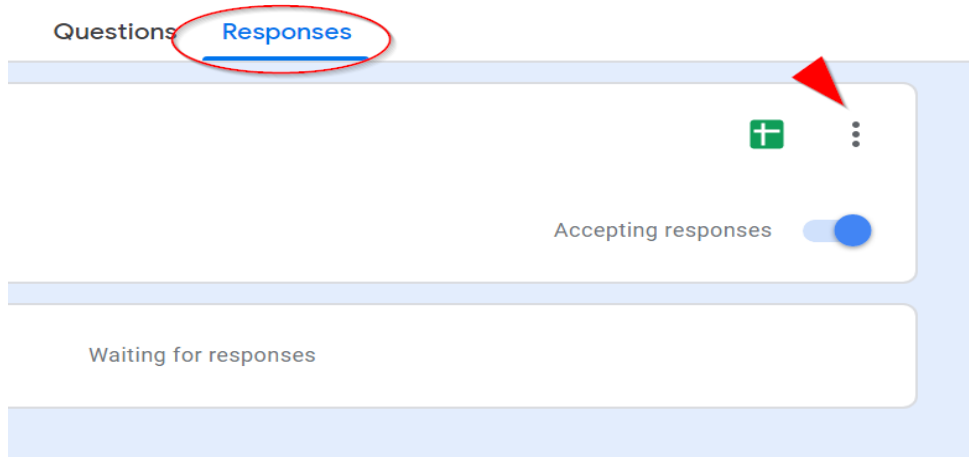
General

☑ Collect email addresses
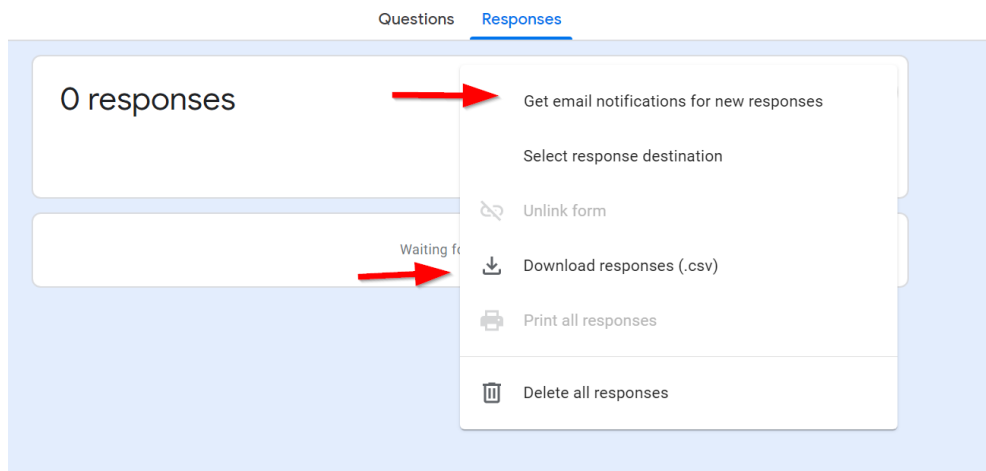
☐ Response receipts ⑦

Requires sign in:

☐ Restrict to users in ████████████████████ ⑦

☐ Limit to 1 response

Remember to customize how you receive your responses:

You will want to get email notifications for new responses AND you will be able to download the responses to a Word Spreadsheet for the Tellers to summarize and validate (after the election period has ended).

Now you are ready to Share the Form OR Link with your membership (try a test run with yourself or a couple of members):
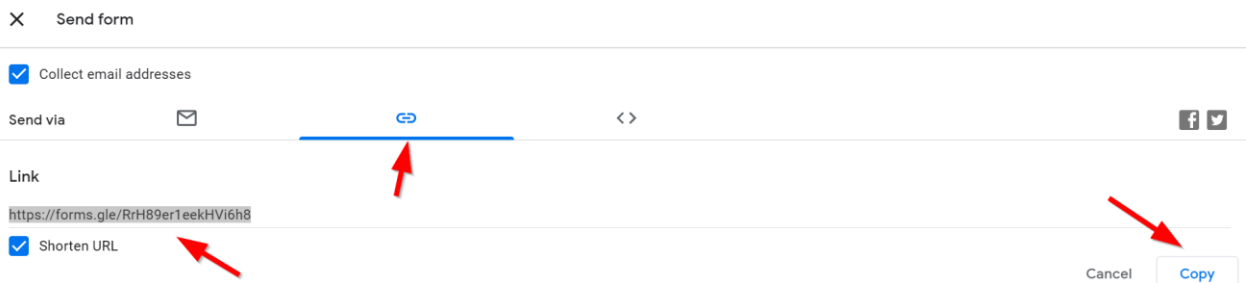
Sample PTA Ballot Form

CREATE YOUR OWN BALLOT FORM

Please use this ballot to record your choices for our PTA leadership for the 20-2021 school year. We will be electing the following officers: (customize as needed) President, Vice Presidents, Secretaries, Treasurer, PTA Council Delegates. Only members of "YOUR" PTA are eligible to vote and will be verified by the appointed Tellers. (If you have nominations from the floor -- you should include them on the ballot or within the email inviting members to participate in the vote.)

* Required

Email address *

Your email

First and Last Name: *

Your answer

Nominee for President -- Sue Smith *

☐ Yes

☐ No

Floor Nominee for President - Ryan Franks *

☐ Yes

☐ No

Nominee for Vice President -- Mary Smith *

☐ Yes

☐ No

Nominee for Secretary -- Karen Bright *

☐ Yes

☐ No

Nominee for Treasurer -- Rich Penny *

☐ Yes

☐ No

Nominee for Council Delegate -- Chris Help *

☐ Yes

☐ No

Submit

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