

CPAC Virtual Election Guidance

September 3, 2020

Starting in March 2020 PA/PTA's have been meeting virtually. While some PA/PTA's have held elections and voted on other issues, no specific guidance has been issued on how to hold an election during a virtual meeting (The DOE will release one soon). We want to provide our associations with a simple step by step guide to assist in the running of a successful election.

All Chancellor's Regulations pertaining to elections still apply where ever possible in the virtual environment. Below are the basic steps and the changes to expect when holding your election online.

As you begin planning, reach out to your President's Council or your district office for additional support.

PREPARING FOR THE ELECTION:

- Form a nominating committee (any member of the PA/PTA not seeking election can participate).
- In the absence of a nominating committee, the Presidents Council or the Family Leadership Coordinator (FLC) or Family Support Coordinator (FSC) from the District Office will be able to facilitate the election. In this case, you should notify them of the date/time of the election.
- Set a date for the election.
- Notify the principal and parent coordinator of the date and time.
- Ensure there will be a member of the administration present to verify candidates and voters.
- Choose an online platform, use one that has a polling function and can be easily accessed by parents.
- Send out notices to families a minimum of 10 calendar days before the election.
- The Nominating Committee should recruit nominees prior to the election. You can find a sample request for nominations [here](https://www.cpacnyc.com/downloads/English_Nomination_Form.pdf).
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THE ELECTION MEETING:

- The election portion of the meeting is chaired and ran by the Nominating Committee
- Ensure that your platform allows you to assign co-hosts/presenters who can access the polling part of the election (you may want to have a prior run through to check for potential problems).
- Ensure Quorum is met. Unless your bylaws state differently, quorum is 8 members of the PA including 2 executive board members
- The Principal's designee, usually the Parent Coordinator is in charge of verifying whether meeting attendees are eligible to vote. Only a DOE employee has access to official information.
- In addition to nominations that might have been submitted earlier, nominations may be taken from the floor.
- Remind the candidates and participants that they are not allowed to solicit votes outside of the time given to them to speak. This includes making comments in the chat that might be considered as campaigning.
- Candidates should all have equal time to introduce themselves before voting begins.
- When you create your polling, make sure to enable the option that allows for anonymous voting.
- Voting on one position at a time allows candidates to run for an alternate seat if they don't get elected.
- In the event that there are positions that are uncontested, they can be combined into a slate which can then be adopted with a simple motion and a yes/no vote.
- It is very important to share the poll results onscreen and ensure that the secretary/minute taker records the results of each poll in the minutes.
- Some parents may only be able to access the meeting via a call-in, where they are unable to see or participate in the polling. In this situation they could be given the opportunity to call/text the parent coordinator and a member of the nominating committee to give their vote that way. Note that this does not give them anonymity but having the vote go to 2 different numbers allows for a cross check.
- SLT Elections should be conducted once the PA/PTA elections are concluded.
- Don't forget to collect and fill in the details in the certification form [here](https://www.cpacnyc.com/downloads/Election_Certification_Form_with_SLT_certification.pdf) and scan/mail to the Principal.
(https://www.cpacnyc.com/downloads/Election_Certification_Form_with_SLT_certification.pdf)

There is a great need for PA/PTA to set up their schools.nyc.gov account now more than ever to allow for the usage of the DOE central Zoom account. Parent Leaders will need the support of their Principals and FLCs in order to make this happen.

The process would be that either the Principal or FLC calls the IT department (Service Desk) @ 718-935-5100 with the following information in order to reset the password which would allow

for the PA/PTA to use the email account, and therefore have access to the central zoom account to host their meetings.

Description of the of Request -

Looking for a way to confirm which school email is for PTA - need parameters to give to parent leaders to set up zoom accounts to hold their meetings now.

Resolution:

Advised caller to have their ATS &/or Schools DBN + PA - this is what the email would look like:

Example - 27Q100PA@schools.nyc.gov

Principals or FLCs will need to call for password reset.