

Elección para la
Asociación de Padres

ГОЛОС Eleksyon

Élection

DES PARENTS PA/PТА

انتخابات تصويت

والدين اليكشن الآباء 투표

Выборы в PA/PТА

родители

PADRES

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ELECTION

Élection

QUICK REFERENCE GUIDE



PA/PTA Elections must be conducted in the spring and at least the 3 mandatory officers (president, recording secretary and treasurer) must be elected before the last day of school. The election rules are specified in Chancellor's Regulation A-660 and in the PA/PTA's bylaws.

For example, Chancellor's Regulation A-660 sets forth the requirements for the election notice, and voting rules, while the bylaws will dictate the process for candidate solicitation, including whether there must be a nominating committee. To the extent possible, elections must be conducted by the PA/PTA itself, whether by the nominating committee or by a parent member who is not running for office. The PA/PTA may request assistance from the appropriate President's Council or superintendent's office. The principal, designee, or parent coordinator should never chair the election.

Suggested Timeframe for PA/PTA Spring Elections

February - Form nominating committee

March - Solicit nominations (send written request for nominations to all parents, place announcement in school newsletter, make in person announcements at school events, etc.)

April 1 – Deadline to notify principal of the election date by email

At least 14 calendar days before the election
– Submit election notice to principal/PC for distribution

At least 10 calendar days before the election – School distributes election notice to parents

June 15 – Deadline to hold election (This gives a two-week buffer to complete the election by the end of the year in the event of unforeseen circumstances.)

Within 5 calendar days of election – Submit Election Certification Form (with officer contact info) to principal and superintendent's office*

*PA/PTA officers **must** provide their contact information, including an email address. They do not have the option to withhold this information.

Nominating Committee

The nominating committee should consist of 3–5 volunteers, none of whom are members of the executive board or plan to run for office. School staff are not eligible to be on the nominating committee even if they have a child in the school. DOE staff can be in the nominating committee only if they are employed at a different school. If your PA/PTA doesn't have a nominating committee, they should still make sure that the following tasks are completed before the election.

Responsibilities of the Nominating Committee

Before the Election

1. Canvas parents for eligible candidates

- Nomination requests should be sent out in writing.
- Use translated templates to ensure every parent receives the notice in their home language.
- Take nominations from the floor at a general membership meeting before nominations are closed.
- Take a list of nominees to the principal or parent coordinator and verify that each nominee is a parent of a child in the school, according to the definition of parent in Chancellor's Regulation A-660.

2. Schedule Elections

- Schedule election for a time and location that is convenient for the majority of parents and families.
- Notify principal of election date (by April 1).

3. Election Notifications

- Create Election Meeting Notice.
- Use translated templates to ensure every parent receives the notice in their home language.
- Give notice to principal in time for it to be sent to all parents at least 10 calendar days before the election.

4. Prepare materials (Use translated templates)

- Ballots
- Sign in Sheets (Eligible voters should be identified on sign in sheets)
- Ballot Box
- Tally Sheets

During the Election

An election meeting is a meeting of the general membership and must include all meeting elements, including quorum, agenda, and taking of minutes.

1. Bring election materials to the meeting

- Copy of the current bylaws and A-660
- Ballots, sign in sheets, ballot box, and tally sheets
- Blank Election Certification Form

2. Verify voter eligibility

- Ask principal, designee, or parent coordinator to bring list of eligible parents (candidates and voters)
- Only school employees should have access to this list.
- The blue card is not appropriate for this process. Voter eligibility must be verified through a list of eligible parents from ATS database.

3. Candidate Statements

- Each candidate must have the opportunity to address the membership.
- Candidates who cannot attend election may ask another parent to read their statement or have it read by the nominating committee.

4. Conduct Election

- Uncontested Offices = may use a voice vote
- Contested Offices = must use a ballot vote

5. Count Ballots

- Immediately after election
- In front of membership – quorum should ideally be maintained while ballots are counted
- Ballots do not leave the room until meeting is adjourned
- Ballots must remain on school premises for one year after election

6. Run-off Election if necessary

- When two or more candidates are tied for the highest number of votes, a run-off election must be conducted among these candidates only.

7. Verbally Announce Winners

8. Election Certification Form

- Whoever is running the election meeting should make sure the principal or designee signs the Election Certification Form before they adjourn the meeting. (The PC cannot sign this form.)
- Officers are required to enter contact information.
- The completed Election Certification Form, including contact information for all officers, must be provided to principals/PC and superintendent's office within 5 calendar days of election.

A note about Co-officers

PA/PTA bylaws may allow for an office to be filled by co-officers, but co-officers cannot be required. Parents who wish to serve together as co-officers must run together during the election. The top two vote recipients **may not** be combined into co-officers after the election.

The bottom line is that nobody can be forced to serve with a co-officer who they do not choose.

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After the Election

Elect parent members to the School Leadership Team.

- The election of parent members to the SLT may take place directly following the PA/PTA officer election.
- Bylaws should include the number of parent members on the SLT.
- All parents are eligible to vote for every parent member of the SLT, unless they are employees of the school.
- Title 1 representatives should **not** be elected at the spring meeting.

Determining Eligibility

Candidate Eligibility

- The only prerequisite for any PA/PTA office is that the candidate is a current parent of a child in the school. (Please refer to the definition of “parent” from Chancellor’s Regulation A-660.)
- School staff are not eligible to run for office, even if they have a child in the school.
- Parents with a conflict of interest (financial dealings with the PA/PTA, school, or district) may not be eligible to run for office; refer to the Conflict of Interest section of CR A-660.
- Parents of incoming students are **not** eligible to run for office.
- Candidates need not be present at the election meeting in order to run for office. However, in an expedited election, the person nominating the candidate must be present.

- For spring elections, candidate eligibility should be determined by the nominating committee (with guidance from the school) before the election meeting.
- For expedited elections, candidate eligibility should be determined at the election by the principal, parent coordinator, or another school staff designee at the election meeting, before voting begins.

Voter Eligibility

- In a PA, all parents are eligible to vote. (Please refer to the definition of “parent” from Chancellor’s Regulation A-660.)
- In a PTA, all parents and all school staff listed in the bylaws are eligible to vote.
- Previous attendance at meetings is not a prerequisite for voting.
- Parents of incoming students are **not** eligible to vote.
- Supervisory staff (principals, assistant principals, and supervisors) and parent coordinators are **not** eligible to vote.
- All voting must be done in person. Voting by proxy or absentee ballot is not permitted.
- For all elections, parent voter eligibility should be determined by the principal, parent coordinator, or another school staff designee at the election meeting, before voting begins.
- In cases of a “person in parental relation” to a child, the principal must make a determination based on documentation presented at the school before the election takes place.



Guidelines for Written Election Notices

Request for Nominations		
<p>Must Include:</p> <ul style="list-style-type: none"> • List of offices included in election • Nomination process (where and how to send nominations) • Deadline to submit nominations • Statement that all parents are eligible to hold office, unless they are employees of the school • Election date, time, and location (if available) • Statement that all parents are eligible to vote in the election • Name and contact information for parents with questions • Distribution date 	<p>Who will distribute:</p> <p>Nominating committee will create; school will distribute to all parents.</p>	<p>Timeline:</p> <p>Distribute with as much notice as possible before the deadline to submit nominations</p>
Election Meeting Notice		
<p>Must Include:</p> <ul style="list-style-type: none"> • Election date, time, and location • Names of candidates for each office (Best practice is to list them alphabetically.) • Term limits, if included in the PA/PTA bylaws • Statement that all parents are eligible to hold office, unless they are employees of the school • Statement that all parents are eligible to vote in the election • Name and contact information for parents with questions • Distribution Date 	<p>Who will distribute:</p> <p>Nominating committee will create, school will distribute to all parents.</p>	<p>Timeline:</p> <p>Must be distributed at least 10 calendar days before the election (otherwise, election will not be valid)</p>
Expedited Election Meeting		
<p>Must Include:</p> <ul style="list-style-type: none"> • Election date, time, and location • List of offices included in the election • Term limits, if included in the bylaws • Statement that all parents are eligible to hold office, unless they are employees of the school • Statement that all parents are eligible to vote in the election • Name and contact information for parents with questions • Distribution Date 	<p>Who will distribute:</p> <p>In the case of an officer vacancy that cannot be filled by succession, the executive board will create the notice and the school will distribute to all parents. In the case of a PA/PTA that has ceased to function, the principal will create and distribute the notice to all parents.</p>	<p>Timeline:</p> <p>Must be distributed at least 10 calendar days before the election (otherwise, election will not be valid)</p>

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Expedited Elections

Expedited elections are required to establish a PA/PTA in a new school, to re-establish a PA/PTA that has ceased to function, or to fill an officer vacancy that cannot be filled by succession.

The term succession refers to the process by which an officer may be asked to fill (or succeed to) the next highest office. The order of succession for PA/PTA offices should be outlined in the bylaws.

Deadlines for Expedited Elections

September 30

Deadline for new schools, PA/PTAs that failed to conduct a valid annual election before the last day of school, and PA/PTAs where all three mandatory offices were vacated over the summer.

October 15

Deadline for officer vacancies that exist at the beginning of the year (as long as at least one mandatory office is filled).

For PA/PTAs that cease to function during the year and for officer vacancies that occur during the year and cannot be filled by succession, an expedited election should take place as soon as possible.

Expedited Election Chair

- A parent who is not seeking office may chair the expedited election meeting.
- A representative from the appropriate Presidents' Council or superintendent's office may chair the expedited election meeting or advise the parent chair.
- The principal and the parent coordinator may not chair the election meeting, but the principal or a designee must be present.

Responsibilities of the Election Chair

An expedited election meeting is a meeting of the general membership and must include all meeting elements including quorum, agenda, and taking of minutes.

1. Bring election materials to the meeting

- Copy of the current bylaws and Chancellor's Regulation A-660
- Ballots and method of posting candidate names (whiteboard, poster pad)
- Sign in Sheets (Eligible voters should be identified on sign in sheets)

- Tally Sheets
- Blank Election Certification Form

2. Verify Voter Eligibility

- Ask principal, designee, or Parent Coordinator to bring list of eligible candidates and voters
- Only school employees should have access to this list.
- The blue card is not appropriate for this process. Voter eligibility must be verified through a list of eligible parents from ATS database.

3. Request Nominations

- Nominations should be taken from the floor for each office. Self-nominations are permitted.
- Parents who are not present can be nominated and run for office, but the person nominating them must be present.
- School employees are not eligible for nomination, even if they have a child in the school.
- Each candidate must have the opportunity to address the membership.

4. Conduct Election

- Uncontested Offices = may use a voice vote
- Contested Offices = must use a ballot vote

5. Count Ballots

- Immediately after election
- In front of membership – quorum should ideally be maintained while ballots are counted
- Ballots do not leave the room until meeting is adjourned
- Ballots must remain on school premises for one year after election

6. Run-off

- When two or more candidates are tied for the highest number of votes, a run-off election must be conducted among these candidates only.

7. Verbally announce winners

8. Election Certification Form

- Whoever is running the election meeting should make sure the principal or designee signs the Election Certification Form before they adjourn the meeting. (The PC cannot sign this form.)
- New officers must enter contact information immediately.
- Contact information for all officers must be provided to principal/PC within 5 calendar days of election



Grievance Process

Any complaint/grievance concerning a PA/PTA election must be submitted in writing. Verbal or anonymous grievances cannot be considered.

Grievances are based on a violation of the election process. Grievances cannot be brought to contest an undesirable outcome.

Examples of appropriate grievances include:

- Election notice that is sent fewer than ten calendar days before the election
- Candidate campaigning on school property
- Vote tampering – Ballots are counted outside of the meeting room
- Voter eligibility is not determined appropriately

Send Complaint/Grievance to the Superintendent's Office

- Grievances must be submitted in writing to the superintendent's office, with a copy sent to electiongrievances@schools.nyc.gov.
- Grievances must include the name of the complainant(s) and include a telephone number or email address where they can be contacted.
- Grievances must be submitted within 5 calendar days of the election meeting or announcement of election results.
- Within 10 calendar days of receiving the grievance, the superintendent's office will send a decision in writing to the complainant.

In extraordinary circumstances, the Superintendent's Office may refer the grievance to the Division of Family and Community Engagement (FACE)

- If a superintendent's office refers a complaint to FACE, the complainant will be notified within 10 calendar days of submitting the grievance.
- Within 10 calendar days of receiving the referral, FACE will send a decision in writing to the complainant and copy the superintendent's office. The decision of FACE is final and binding.

Appeals

Decisions of the superintendent may be appealed to FACE (electiongrievances@schools.nyc.gov). Appeals must be submitted in writing within 5 calendar days of the decision.

- Within 5 calendar days of receiving the appeal, FACE will issue a letter affirming, reversing, or modifying the superintendent's decision. Grounds for reversal/modification are limited to:
 - A mistaken interpretation of CR A-660 or of the PA/PTA's bylaws.
 - Failure to follow the grievance procedures outlined in CR A-660.
 - New information becoming available that was not available at the time the superintendent rendered his/her decision.

FACE will issue a written, binding and final decision within seven calendar days after receipt of the appeal.

