

## HAWAII STATE PTSA ELECTION PROCEDURES 2020

Since we cannot hold an in-person vote during the current COVID crisis, we have attempted to follow our voting procedures to best of our ability with the current guidelines available. To do this we will be using a virtual voting format called ElectionBuddy. This email (page) provides the details on how this election will take place. We greatly appreciate you taking the time to read through these guidelines and materials, to help ensure a successful transition of the Hawaii State PTSA board.

This page/email includes the following information:

- Election Timeline
- Slate of Nominees
- Running from the “floor”
  - Vacant positions
  - Deadline to submit intent to run from floor
  - Date these candidates are announced
- Delegate determination procedures
  - Deadline for presidents to submit alternate delegates
- Voting procedures (shared with all delegates)
- Voting window
- Election results announced

### TIMELINE:

- 3/4/20 – Original, approved [Slate of Nominees](#) shared via email, mail, and posted on Hawaii State PTSA website for election at April 18<sup>th</sup> convention.
- 3/31/20 – Convention canceled due to COVID19.
- 9/3/20 – Notification of election published on [Hawaii State PTSA website](#) and emailed to contacts on file.
- 9/6/20 – Voting procedures shared with all current local unit presidents on file, as well as posted on [Hawaii State PTSA website](#).
- 9/13/20 – Deadline for presidents to change names of voting delegates.
- No later than 9/19/20 – Notification of voting procedures provided to all voting delegates.
- 9/25/20 – Deadline to submit intent to run from the “floor”.
- 10/3/20 – 10/5/20 – Voting window. Deadline to vote is 11:59pm on 10/5/20.
- 10/7/20 – Election results announced.

### SLATE OF NOMINEES:

We will be voting on the approved (March 4, 2020) [Slate of Nominees](#).

### RUNNING FROM THE “FLOOR”:

The Hawaii State PTSA bylaws provide for the opportunity for interested, qualified candidates to run from the “floor” for both vacant positions, as well as positions with a slated nominee.

Current vacant positions include: West Hawaii Region Director, Central Oahu Region Director, and Vice President of Programs/State Reflections Chair.

Interested parties considering running from the floor for any position should:

- Review the [Hawaii State PTSA bylaws](#) pertaining to these positions.

- Confirm that they meet the qualification required to run. (Must be a confirmed, current PTA/PTSA member, from a local unit in good standing within the state of Hawaii. Verification from said PTA/PTSA will be required.)
- Complete and submit the [Potential Leader Form](#) by September 25, 2020. Form should be emailed to [hawaiiptsapresident@gmail.com](mailto:hawaiiptsapresident@gmail.com).
- Questions regarding these roles or election procedures can be directed to [hawaiiptsapresident@gmail.com](mailto:hawaiiptsapresident@gmail.com).

Candidates qualified to run from the floor will be notified by September 27, 2020 and added to the election ballot.

#### VOTING DELEGATE DETERMINATION PROCEDURES:

Per the Hawaii State PTSA bylaws (Article XVIII, Section 2), *“each local unit shall be entitled to be represented at the annual convention of the Hawaii State PTSA by its president and three (3) other officers, or their alternates, and one (1) additional delegate for every fifty (50) members in good standing per rosters and dues submitted...”*.

To expedite the process, these delegates will automatically include the following positions: President, (1<sup>st</sup>) Vice President, Secretary, and Treasurer. For local units with more than the standard four (4) voting delegates, delegates will be selected based on the order of the submitted board roster. Names/contacts will be based on rosters dated on or before 11:59pm on September 13, 2020.

The Hawaii State PTSA will consider these voting delegates verified unless directed by the current PTA/PTSA local unit President, who needs to submit an email to [hawaiiptsapresident@gmail.com](mailto:hawaiiptsapresident@gmail.com) with the names of alternate delegates by no later than 11:59pm on September 13, 2020. Presidents seeking verification of names from board roster should email [hawaiiptsapresident@gmail.com](mailto:hawaiiptsapresident@gmail.com) by no later than September 11<sup>th</sup>.

#### VOTING PROCEDURES (shared with all delegates):

To ensure the integrity and anonymity of the election, each voting delegate will receive a unique access key to access the voting ballot. This voter notice is delivered via email to each voter, which contains the voter's unique voter link (a website address that contains an access key and takes the voters straight to the ballot). The access key can be used only once; therefore, voters can only vote once. Please select one candidate for each position. Please note that some positions may be running unopposed. On the ballot, candidate bios can be found by clicking on the information tab under the candidate's name. Candidates with the majority of votes will be declared the winner.

#### VOTING WINDOW:

Voting delegates will have the opportunity to use the ElectionBuddy system to vote between 12:01am on Saturday, October 3, 2020 and 11:59pm on Monday, October 5, 2020.

#### ELECTION RESULTS ANNOUNCED:

Election winners will be posted on our website by October 9, 2020 and shared via email to all delegates.