



Book
PSBA Policy Manual

Section
100 Governing Board/Executive Committee

Title
Procedures and Campaign Policy for Election of Officers and At-Large Representatives

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108

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The Governing Board adopts this policy to establish guidelines necessary to carry out the process of electing PSBA officers and at-large representatives.

- A. The procedures set forth in this policy apply to the election of the following PSBA officer and at-large representative positions:
1. President-Elect.
 2. Vice President.
 3. Treasurer.
 4. At-Large Representative East Section.
 5. At-Large Representative Central Section.
 6. At-Large Representative West Section.
- B. The President-Elect shall automatically assume the office of President in the year following the term as President-Elect, without needing to stand for election, unless the President-Elect was appointed to fill a vacancy. In that case, a President will be nominated and elected in accordance with the provisions of Board policy.

C. The term of office for the offices of President, President-Elect, and Vice President is one (1) calendar year, commencing on the first day of January following the election (although not elected, the term of an Immediate Past President is also one (1) year). The term for each At-Large Representative is three (3) years, staggered such that one is elected each year. The Treasurer shall serve a term of three (3) years. The elections of the Treasurer and At-Large Representatives shall take place every three (3) years calculated from the year in which elected for the first full three-year term:

1. Treasurer elected during 2014 for three-year term commencing January 1, 2015.
2. At-Large Representative West elected during 2014 for three-year term commencing January 1, 2015.
3. At-Large Representative East elected during 2015 for three-year term commencing January 1, 2016.
4. At-Large Representative Central elected during 2016 for three-year term commencing January 1, 2017.

D. Sections of Pennsylvania represented by at-large representatives.

1. The three (3) sections of the state from which each at-large representative is elected are defined as follows:
 - a. The Eastern Section consists of PSBA Regions 7, 8, 10, 11, and 15.
 - b. The Central Section consists of PSBA Regions 4, 5, 6, 9, and 12.
 - c. The Western Section consists of PSBA Region 1, 2, 3, 13, and 14.

E. Nomination.

1. Nominations of candidates for election are conducted in accordance with the procedures set forth in [Policy 302](#) (Leadership Development Committee and Nomination Procedures).
2. All persons who apply for nomination and meet the minimum eligibility requirements are slated.
3. The Leadership Development Committee may choose to endorse one (1) or more candidates for any elected position if the Leadership Development Committee considers the candidates to be highly qualified in compliance with [Policy 302\(E\)\(3\)](#).

F. Eligibility for elected positions.

1. Eligibility for election to an officer position requires that the candidate be a voting member of the Association in good standing (a member of the Governing Board of a school entity having current PSBA membership or a non-member board secretary of the Governing Board of such an entity).
2. Eligibility for election to an at-large representative position requires that the candidate be a member of the Governing Board of a school entity having current PSBA membership that is situated in a region included in the East, Central or West section of the state represented by

the at-large representative position being sought.

3. To be eligible for election as an At-Large Representative or an officer other than Treasurer, a candidate shall have completed a minimum of four (4) years of service as a school director in the state of Pennsylvania prior to taking office.
4. No person may hold at the same time more than one (1) office or both an office and an at-large position.
5. Candidates for the office of Treasurer must have fiscal acumen and experience in finance and accounting, enabling an understanding of the association's financial issues including but not limited to, accounting standards, financial reports, financial statements, audits, budgets and financial record keeping requirements.
6. No person is eligible to be slated as a candidate for any officer or at-large representative position in any year for which such person accepted appointment as a member of the Leadership Development Committee.
7. In order to be eligible for election as an officer or At-Large Representative, the current year membership dues of the entity from which a candidate's individual membership is derived must be paid in full.
8. An individual school director is ineligible to stand for election if they are no longer serving in an elected local director position or other eligible position.
9. As provided in [Policy 302](#), a preliminary eligibility determination is made when the Leadership Development Committee reviews Applications for Nomination to verify that applicants meet minimum eligibility requirements established in the Association [Bylaws](#) for the positions sought.
10. An applicant whose eligibility has been questioned at any point shall be notified and provided an opportunity to respond to the issue regarding eligibility.

G. Loss of eligibility.

1. If it appears that an applicant has ceased to meet minimum eligibility requirements after the initial review, but before being slated as a candidate, the Leadership Development Committee shall make a final determination of whether the candidate is no longer eligible for election, and shall not slate the applicant as a candidate if the Committee determines the applicant has ceased to meet eligibility requirements.
2. If it appears that a candidate has ceased to meet minimum eligibility requirements after being slated, the matter shall be referred to the Credentials Committee for determination of whether the candidate remains eligible for election.
 - a. If the Credentials Committee determines that the candidate no longer is eligible for election and thus is disqualified, the candidate's name shall be removed from subsequently published slates and ballots and other measures shall be taken to inform members of the Association of the change to the slate for that position.
 - b. Eligibility determinations by the Credentials Committee shall be final.

3. Loss of eligibility by the only candidate slated for an office subsequent to the nomination process provided for in [Policy 302](#), such that no eligible candidate remains slated and no candidate thus can be elected, results in a vacancy in that position effective upon the commencement of the term of office. The vacancy will be filled by the incoming Governing Board in accordance with the [Bylaws](#).

H. Published slates and ballots.

1. As soon as practicable following the Leadership Development Committee's candidate interviews and endorsement determinations, and in any event no later than July 31, a slate reflecting the candidates shall be prepared and published in PSBA publications and on the Association website.
2. All published slates and ballots shall indicate clearly whether a candidate has been endorsed by the Leadership Development Committee, with reference to an explanation of what it means to be endorsed.
3. Whenever more than one (1) candidate is slated for an elected position, the order of appearance on all published slates and any ballots shall be determined by lots drawn by the Leadership Development Committee as provided in [Policy 302](#).

I. Dissemination of candidate information to the membership.

1. Information about slated candidates shall be disseminated to the membership as follows:
 - a. The slate with brief candidate profiles shall be published in PSBA publications.
 - b. In addition to the publication of slates and ballots, the following candidate information shall be published on the Association's website:
 - i. A good quality head shot of the candidate.
 - ii. Biography and written statement from the candidate summarizing the candidate's interest in, qualifications for and goals of serving the Association in an elected position, not to exceed five hundred (500) words in length.
 - iii. A video of the candidate delivering a statement addressing a brief series of points developed by the Leadership Development Committee, not to exceed three (3) minutes in total length.

J. Voting procedures.

1. Voting and registering of votes shall take place during a period commencing eight (8) weeks prior to the annual meeting of the Delegate Assembly and ending two (2) weeks prior to the annual meeting of the Delegate Assembly, unless the PSBA Governing Board declares a shorter voting period. Specific dates for the first and last day of voting shall be widely publicized to the membership.
2. Sufficiently prior to the voting window, printed slates of candidates, along with instructions for voting, shall be distributed to the board secretary of the Governing Board of each member entity eligible to cast votes. For purposes of the PSBA election process and this policy, a Joint Operating Committee is regarded as that entity's Governing Board.

3. Casting of votes by member entities.

- a. Each member entity whose current year PSBA dues have been paid in full shall be entitled to cast one (1) vote for each elected position presented for election. An entity may cast a vote only for an at-large position for the section of the state to which it is assigned.
- b. The vote of the entity for each position shall be determined by simple majority vote of the entity's Governing Board (majority of a quorum), cast at a public meeting of the Board.
- c. A candidate must receive a majority of votes of a quorum of the entity's Governing Board present and voting in order for an entity's vote to be cast for that candidate. A plurality of votes by an entity's Governing Board for any candidate is not sufficient. In the event that no candidate for a position receives at least a majority of votes of the quorum present and voting, a run-off shall be conducted between the two (2) candidates previously receiving the most votes. If the Board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.
- d. The secretary of each entity's Board shall record the Board's vote as to each elected position on the ballot.
- e. The selections of each member entity's Board for the elected positions on the ballot cast for that entity shall be registered with the PSBA Credentials Committee by the secretary of each entity's Board.

4. Tallying of votes.

- a. The Credentials Committee shall meet as necessary prior to the annual meeting of the Delegate Assembly to review, verify and certify the tallying of votes for the elected positions of the Association.
- b. The Credentials Committee shall determine whether a voting entity was ineligible to vote because the entity's current year dues were not paid in full prior to the close of the voting window, and shall declare void votes cast by entities that were ineligible to vote.
- c. Plurality and tie votes (reference General Counsel legal opinion dated September 9, 1987, and thereafter incorporated in PSBA policy):
 - i. In any election year when two (2) or more candidates are on the ballot for a specific elected position, the winner shall be determined by a plurality of the votes cast by the member entities casting votes (i.e. the one who gets the largest number of the votes for that position cast by member entities).
 - ii. In the case of a tie vote for a PSBA elected position, the winner shall be determined by a flip of a coin. The Credentials Committee chairperson shall conduct the coin toss in the presence of a majority of the committee and the tied candidates or those candidates' designees.

5. Results of voting shall be announced at the Delegate Assembly.

K. Prohibited Practices.

1. Slated candidates are encouraged to campaign actively and consistently with the provisions of this policy and [Policy 302](#).
2. Other than those staff functions necessary for the dissemination of candidate information as described in this policy, no PSBA staff or organizational support of any kind may be used for the campaign of any candidate. Other than the tasks necessary to carry out the informational aspects of the election process as outlined in this policy, PSBA staff members shall not engage in any activities supporting the campaign of any candidate, and must avoid activities or making statements that might create that appearance.
3. PSBA resources supplied to any candidate as part of their existing organization duties shall not be used for campaign purposes.
4. Officers, at-large representatives, regional directors, assistant regional directors and department representatives are not permitted to use the privileges or functions of their official positions to campaign for themselves or for others.
5. The foregoing provisions are not intended to limit otherwise permissible campaign activities by such officials as individuals when not performing official functions or speaking in an official capacity, nor to discourage persons holding such PSBA elected positions from speaking generally about the PSBA election process or encouraging participation by members in elections.

Last Modified by Andrew Christ on August 13, 2015