



## Frequently asked questions

(The answers below are drawn primarily from PSBA Bylaws and PSBA Policy 108 - Procedures And Campaign Policy For Election Of Officers and At-Large Representatives)

- **Our board secretary never received an email from Simply Voting with the log in password to the online ballot.**  
*This email will not arrive until voting opens on Aug. 24. Be sure your firewall security is allowing the email [vote@simplyvoting.com](mailto:vote@simplyvoting.com) to get through. Additionally, you can notify your IT staff that email blasts from Simply Voting will originate from the IP address: 198.21.6.73 or 184.173.105.83. Ask them to add these to your firewall safe lists. **PLEASE NOTE:** Only member entities in good standing may vote. If your dues have not arrived by Aug. 24, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues for 2017-18.*
- **How many affirmative votes are needed to select a candidate?**  
*A candidate must receive a simple majority of votes of a quorum of the entity's governing board in order for an entity's vote to be cast for that candidate.*
- **What happens if a school board is deadlocked and cannot select one candidate for a particular office?**  
*If the board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.*
- **Does the school board need to vote at a public meeting to elect PSBA officers?**  
*Yes. PSBA Policy 108 specifies that votes of an entity's board are to be cast at a public meeting.*
- **Is a roll call vote needed?**  
*A roll call vote is not required. However, that procedure may be used if it appears necessary in order to accurately determine the outcome of a vote that is not unanimous.*
- **Are governing boards of intermediate units, career and technical centers and community colleges also entitled to cast votes in PSBA elections?**  
*Yes. The boards of all PSBA member entities whose current-year membership dues are paid in full are eligible to cast that entity's votes in PSBA elections. For purposes of the PSBA election process, the joint operating committee of a career and technical center is regarded as that entity's governing board.*
- **If I am also on the IU board or CTC JOC, does that mean I am able to participate in the voting of each entity?**  
*Yes.*
- **May a board abstain from voting on a particular office?**  
*There is no general rule that requires a vote to be cast for every office on a ballot, so as a practical matter abstention is allowed, but of course not encouraged.*

- **Why do some candidates have an asterisk next to their name on the ballot?**

*The Leadership Development Committee may, by majority vote, determine that one or more candidates for any elected position will be designated on the ballot as a candidate the Leadership Development Committee considers to be highly qualified. (PSBA Bylaws, Section 5 C – Nominations)*

Below is an excerpt from PSBA Policy 108 (as amended August 13, 2015), addressing how votes are cast by member entity boards.

**J. Voting procedures.**

1. *Voting procedures. 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.*