



2023 VOTING INSTRUCTIONS

Register your school entity's votes for PSBA Officers

The following instructions will guide you through the voting process step-by-step. The authorized vote registrar is typically the board secretary for member entities except community colleges whose president is designated as the authorized voter.



STEP 1 – Be sure your school directors are aware of the slate of candidates

In August the 2023 slate of candidates is available on the [PSBA website](#) including photos, bios, and videos. It is strongly encouraged that school directors be instructed to review the website.



STEP 2 – Schedule a discussion on PSBA officer candidates at one of your August, September, or October board meetings

Because each school entity will vote collectively on one candidate per position, the board of school directors will need to decide by majority which candidate will receive the board's vote. Board secretaries should be sure this discussion is scheduled for one of your meetings since the electronic voting period is only open from September 11 – October 27, 2023.



STEP 3 – Register your votes

Once your school board has decided which candidates to support, you will go to the Simply Voting website between 12:01 a.m., September 11 and 5:00 p.m., October 27 through the link provided to you in an email from vote@simplyvoting.com on September 11. Be sure to allow emails from vote@simplyvoting.com through your firewall or spam filters. This email will provide you with a dedicated link to the voting pages on its site and a password unique to you, which you will use to enter the secure system. 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 entity's dues have not arrived by September 1, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues for 2023–24. If possible, we encourage you to register your votes online during the board meeting immediately following the board discussion and decision.



STEP 4 – Share your voting confirmation with the school directors

Immediately after you vote on the Simply Voting website, you will have access to a voting receipt confirming that your vote has been completed and showing you who your entity voted for. The receipt provides documentation that the board's votes were registered consistently with results of the board's decision. You should print the receipt and circulate copies to your board members without delay. You should consider attaching a copy of the receipt to the minutes of the meeting at which the board cast its votes.