



Voting by Mail

Ballots returned by mail shall utilize a return envelope, provided by the PTA, that is stamped, addressed, and which contains the member identification number on the outside of the envelope, rather than on the ballot. Ballots not returned in the provided envelope are unverifiable and shall be disqualified.

All PTA members in good standing shall be mailed a paper ballot, unless the member opted out. The ballot shall include a stamped, addressed return envelope, and the ballot deadline shall be clearly identified. Only one ballot may be returned per envelope.

When voting by mail (may also include voting at a physical polling place/meeting):

1. The notice of election must include:
 - a. Date, time, and place of meeting.
 - b. Announcement of **all** voting methods being utilized.
 - c. Date that ballots will be mailed to members in good standing.
 - d. Deadline for return of ballots.
2. The same paper ballot shall be utilized at both the polling place (meeting) and by mail.
3. All ballots mailed to members in good standing shall include a brief description of the voting procedure and the ballot return deadline.
4. **For election of nominating committee or officers (two-step process):** the first mailing includes the full nominating committee report (for officer elections) and/or provides the opportunity for self-declared nominations. This mailing shall also include eligibility requirements for election. The second mailing includes the full list of nominees, including all self-declared nominees who meet eligibility requirements, and the ballot.
5. A record of all members casting a ballot at the physical polling place (meeting) shall be established by the tellers committee and kept as part of the record of election.
6. The tellers committee shall tally and record the total votes cast at the physical polling place (meeting).
 - a. Ballot results are confidential until all voting concludes and a final tally is reported.
 - b. All ballots shall be retained until election minutes are approved.
7. The tellers committee shall review each ballot returned by mail to ascertain:
 - a. The ballot was cast by a member in good standing.
 - b. Voter intent is clearly recognized and understood.

- c. Spoiled or unreadable ballots are disqualified (but may be counted for the purpose of determining quorum).
 - d. Under votes (where no candidate is selected) are counted toward quorum.
 - e. Over votes (ballots with more than the valid number of candidates selected for a position) are disqualified (but are counted toward quorum).
 - f. The ballot was received by the voting deadline. Ballots should be date-stamped when received.
- 8. Ballots received after the postmark deadline shall not be counted nor used to establish quorum.
- 9. The tellers committee shall create a record of all members casting a ballot by mail:
 - a. This record shall be compared to the record of all members casting a ballot at the physical polling place (voting in person at a meeting).
- 10. Ballots received by mail from members who are on record as having voted in person shall be disqualified and not counted for purposes of the election or used to establish quorum.