



COVID-19 Emergency Voting Procedures

April 2020

Hello State PTA Leaders,

During the past few weeks, life in Wisconsin has been like a rollercoaster – many ups and downs. With the recent announcement by Dr. Tony Evers regarding all K-12 schools remaining closed for the rest of this school year, the conversation about electronic voting comes back to the top of the conversation and concern list.

During this time of necessary action for the end of year elections and training of new officers, WI PTA has approved (2) emergency procedures to allow **drive-thru voting**, and **electronic voting**. This will allow you to vote by the end of June and have the new officers in place and ready to train beginning July 1st. These methods also allow for social distancing.

The following guidelines will help you have a smooth voting process using the drive-thru method:

(Should use this method if there are 2 or more candidates for positions)

- A.) Have 2-3 predetermined designees as your ballot counters
- B.) Use a sealed ballot box – this will only be opened by the designated counters
- C.) All voters will be verified against a master membership list before being able to vote.
- D.) Length of time to vote can be the unit's choice.
- E.) Result of voting will be made immediately after President receives results.
- F.) Be sure to use the safe methods of hand sanitizer, masks and gloves.
- G.) Have voters use their own pens
- H.) All ballots can be placed in box by voters so there is no hand to hand touching

The following guidelines will help you have a smooth voting process using the electronic voting method:

(Can use this method if there is only 1 candidate for each position)

- A.) Only PTA members shall be allowed to vote electronically.
- B.) Attendance shall be taken by voice roll call and compared to the current membership list
- C.) All voting during electronic meetings shall be by voice roll call and that vote shall be recorded and included with the minutes in the approval process of those minutes.
- D.) Voting meeting announcement shall be sent to all members at least (7) days prior to the vote.
- E.) Electronic voting can be done using Zoom, Free Conference Call, Skype, or any other social media platform.

*****Remember, the slate of officers needs to be published via email, or social media 30 days prior to the voting.**

Wisconsin PTA strongly encourages you to wait to be able to vote in-person (beginning of next school year), but we do understand the needs of our units that have to do voting sooner. If you have any questions, please feel free to contact us at the State Office (info@wisconsinpta.org).

Thank you and stay safe and healthy!

Heidi Nicolazzo
Wisconsin PTA President
hnicolazzo@wisconsinpta.org