

DO YOU HAVE A NOMINATING COMMITTEE?

SPRING ELECTIONS ARE COMING!

PA/PTAs give principals notice of the PA/PTA election by April 1. February is a good time to establish your Nominating Committee.

NOM COM DUTIES MAY INCLUDE:

- Scheduling Elections
- Providing 10 days notice to principals and PA/PTA members in accordance with CR A660.
- Preparing Materials
- Requesting school support to translate all elections materials in relevant languages.
- Soliciting nominations & collect statements
- Verifying candidate and voter eligibility
- Presiding over the nominations and elections
- Counting ballots
- Conducting a Run-off election, if necessary
- Announcing winners and submit the Election Certification Form



**FIND MORE AT
PTALINK.ORG**



**SPRING ELECTIONS MUST
TAKE PLACE BY THE LAST DAY
OF SCHOOL**

ELECTIONS & TRANSFER OF RECORDS

ELECTIONS!

You gave your principal notice of the PA/PTA election by April 1. Your PA/PTA selected a date for the elections and formed a Nominating Committee.

NOW WHAT?

- Provide 10 days notice in accordance with CR A660.
- Request school support to translate all elections materials in relevant languages.
- Consult your bylaws for election procedures
- If using Zoom, establish a DOE Zoom account using the PTA's @schools.nyc.gov address.
- Select an elections chair.
- Troubleshoot by holding a mock election



PA/PTAS WITH ONE OR TWO MANDATORY OFFICER VACANCIES HAVE UNTIL OCTOBER 15 TO HOLD EXPEDITED ELECTIONS.

**FIND MORE AT PTALINK.ORG
INCLUDING DOE GUIDANCE ON
VIRTUAL ELECTIONS**



TRANSFER OF RECORDS

TRANSFER OF RECORDS

Your PTA has 3 mandatory officers. Your election results were certified. Your Principal, FLC and school community have been notified of your new officers.

NOW WHAT?

- Schedule a transfer of records meeting with the principal, outgoing and incoming officers
- President transfers all accounts, passwords, keys to new President
- Secretary transfers agendas, minutes, notices and bylaws to new Secretary
- Treasurer transfers all financial records to new Treasurer
- All records must be kept for 6 years, including parent contact info
- Schedule trip to the bank to change signatories



Records to be present and transferred to the new board include:

- PA/PTA bylaws
- PA/PTA Election Certificate Form
- PA/PTA Employer Identification Number (EIN)
- PA/PTA bank account numbers and all bank statements
- All financial records (See the Financial Affairs page for a list of examples)
- Meeting notices, agendas, minutes and attendance sheets from all general membership and executive board meetings
- All PA/PTA email addresses and passwords
- Login information on all PA/PTA accounts
- Keys/combinations for the PA/PTA's storage locations
- PA/PTA contact lists

**FIND MORE ON
TRANSFER OF
RECORDS AT
PTALINK.ORG**

