



Philadelphia Home and School Council
Families supporting Philadelphia schools since 1897

Philadelphia Home and School Council Extraordinary Events Online Voting Policy **AKA Corvid-19 Virtual Election Policy**

The Philadelphia Home and School Council understands that right now many of our Home and School Associations are planning their elections for this year. With the current laws in place which include social distancing recommendations and school closures, voting for an HSA election seems impossible.

Even before the coronavirus closures, PHSC saw a legitimate need for more and more of our HSAs to have online voting to conduct officer elections. It can increase participation and convenience, and it's a good option to keep in mind if there is poor turnout at a meeting with an important election vote.

Under normal circumstances, online voting would depend on your bylaws. This is still true under these particular coronavirus-related circumstances, but because extraordinary events are interfering with this year's election process, the Philadelphia Home and School Council have put provisions in place to adjust your process.

As of April 14th, 2020 The Philadelphia Home and School Council have made a motion and vote that will allow online voting to supersede all member Home and School Associations voting policies set forth in their current or past bylaws. This policy will stand in place, as needed, and can be used continuously until the end of PHSC existence.

This policy will only be used by the Philadelphia Home and School Council during a city, state, or country-wide pandemic, crisis, or unforeseen act. The policy will last for one election term and will need to be presented to all HSAs during any election year where an extraordinary event occurs.

Please have your Secretaries cite this information in your notes(General and Executive) using this quotation.

“In the case of the extraordinary event of 2020 (Corvid-19) where the majority of our membership is unable to vote in person, the Philadelphia Home and School Council Extraordinary Events Online Voting Policy has been deemed required and all/most voting is to be held online. Any paper ballots needed to be collected from grandparents, sick and shut in, persons unable to vote online, must be collected by a Nominating Committee Member and/or a Non-Voting Member of the Executive Board ”

Tools for Online Voting

<https://www.surveymonkey.com/>

<https://electionbuddy.com/>

<https://electionrunner.com>

<https://www.opavote.com/>

<https://docs.google.com>

Recommendations in the Aftermath

- We recommend that you review your Bylaws regarding the election process and procedures for officer position descriptions and that you work with your school Principal/assigned liaison to gain their assistance in communicating with all school parents.
 - If your bylaws say in-person voting or no proxy voting, the first thing to do is to amend your bylaws to address the in-person voting stipulation.
 - #1 Post to Facebook, your HSA website and/or send an email to your membership outlining your proposed changes in advance.
 - #2 You can then send a voting survey or schedule a Facebook Live or other virtual conference meeting to vote on the changes. Be sure to be specific with dates and submission requirements. (ie., 1 vote per household)
 - #3 Update bylaws to reflect the online submission of nominations and votes for the election as valid. Post publically. At minimum, you can add a brief policy statement to your bylaws. Your policy statement could read something like: ***“In the case of an extraordinary event where the majority of the membership is unable to vote in person, As approved by the Philadelphia Home and School Council, the HSA board can decide to hold online elections.”***