

## Instructions for Creating the Ballot for Your PAT Building Rep Election (and for Validating the Results of Your Election)

- Make a copy of the [Template](#) for the “Ballot for PAT Building Rep Elections”
  - Click on [this link](#) for the ballot template. When it asks if you want to create a Copy, click the box that says “Make a Copy”. This will create a copy of the ballot that you may then edit.
  - (Make sure to also read the **Important** note, highlighted in yellow, lower in these instructions.)
- In the header, replace “(Site Name)” with the name of your site.
- In the instructions, delete the top three lines (which are just instructions for you).
- On the question “Candidates for Building Rep: Vote for NO MORE THAN (#) Reps”, replace “(#)” with the number of reps your site is allowed to have. (Make sure your colleagues understand that if they place more votes than that number, ALL of their votes will be voided and will not count).
  - Reminder: The PAT Bylaws say that "One representative may be elected for each nine (9) full-time equivalent members or major fraction thereof, as of January 15".
  - (ex. 31 members  $\div$  9 = 3.44 = 3 Reps; 32 members  $\div$  9 = 3.55 = 4 Reps)
- For each question that says “Candidate X”, replace “Candidate X” with the candidate’s first and last name.
- Every candidate should be listed separately. The ballot template has spots for five candidates, but you will need to add or remove spots as necessary.
  - To ADD another line for additional candidates (if you have more than 5 people running), click in one of the candidate boxes that is already created. You will then see what looks like two squares on top of each other in the bottom of the box. Click the squares. This will then create another line to add an additional candidate. Repeat as necessary.
  - To DELETE some of the lines (if you have less than 5 people running), click in one of the candidate boxes that is already created. You will then see a trash can in the bottom of the box. Click the trash can to delete that line. Repeat as necessary.
- Make sure to keep at least one “Write-In” line on the ballot. But feel free to add additional write-in spots, especially if you don’t have enough candidates running.
- Before sending out the ballot, double check that you have not forgotten to add the name of any candidate, and that all names are spelled correctly.

- **\*IMPORTANT\*** - Make sure you DO NOT SHARE the Editable version of the ballot. If you do, not only will everyone be able to edit the form, they will also be able to view everyone else's votes.
  - To get the correct link to share, go to the top right hand corner of the form, and click on the box that says "Send". Then click on the paper clip symbol in the middle of the screen (on the line that says "Send Via"). Then click the "Copy" box on the right hand side of the screen. You can then paste that link into the email you send out to your colleagues.

### Reviewing the Results of Your Election:

- After voting has finished, you will need to review the responses.
- Go to the Editable version of the ballot, and click on "Responses" at the top of the screen. That page will show you the responses in one way. You can then click on the Green Square with a white cross on it, to have the responses listed in an Excel spreadsheet.
- Verify that all votes are valid.
  - Make sure that everyone who voted is a PAT *member*, and works at your site.
  - Make sure that no one placed too many votes. (Ex. If your site is allowed to have 4 reps, but someone voted for 5 people, then all of their votes need to be voided and will not count.)
- Count all of the votes for each candidate.
  - The candidates with the most votes win.
  - If there is a tie for the last open rep spot, your site will need to hold a runoff election for just the people who tied. (You can also reach out to the PAT office for guidance.)
  - If there were write-ins who received enough votes to be elected, please reach out to each of them (in order of votes received), to see if they will accept the position. If they say no, then check with the person who got the next most votes, etc. If write-ins tied for the number of votes they received, reach out to all of the tied write-ins to see if they are all interested in accepting the position. Ex. If there is one empty rep spot to fill, and if two people each received one write-in vote, but only one person wanted the position, then a runoff would not be necessary.
- Report out the results to your colleagues at your site.
  - DO NOT SHARE the number of votes each person received. Only share out the names of people who won.
- Report the results to PAT.
  - The new reps will need to figure out who will be your site's Head Rep.
  - Use [this form](#) to report the results and the contact information for your new rep team!