

# How to Hold a PAT Building Representative Election

*Every year, members at each site elect their PAT Building Reps. One important job of current Reps is to hold an election. It is crucial that members have a voice in who is representing them, and that everyone knows the process and has access to running and voting. Remember that **every** site must hold a rep election **every** year.*

## Step 1: Talk to people about running to be a Rep.

- **Notify all the members at your site** that Rep Elections are coming up, and that only members are eligible to run.
- Think about who is **trusted and respected** in your building. Talk to them about running!
- **Think about representation.** Does your Rep team include a balance of experiences that mirrors the members at your site? Consider grade level, subject, gender, race, and age.
- You get to elect **1 Rep for every 9 members or major fraction thereof**, so you want to get at least that many people to run. (ex. 31 members  $\div$  9 = 3.44 = 3 Reps; 32 members  $\div$  9 = 3.55 = 4 Reps)
- Remember *only members* can vote and *only members* can run.

## Step 2: Find a member to hold the confidential vote.

- Ask a member *who is not running to be a rep* to create the electronic ballot and run the confidential election known as a secret ballot vote. This person may not share the individual votes with anyone except the PAT office in case of a tie vote or other discrepancy.

## Step 3: Create a Ballot.

*Use the electronic ballot template linked below*

- First, read the [instructions for setting up the ballot](#).
- Then, create the ballot, using the ballot template, found in the [instructions](#).
- Type in the names of candidates.
- Allow space for write-ins.

## Step 4: Hold a Virtual Meeting and Vote.

- Have the member that is in charge of the secret ballot send a ballot link to each member (only PAT members get to vote).
- Set a date that voting must be completed by.

## Step 5: Report your Results to PAT.

- After voting has occurred, fill out the [online form](#) with the names and contact information for each rep. Be sure to also pick a Head Rep for your site.