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 ÷ 9 = 3.44 = 3 Reps; 32 members ÷ 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.