

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.

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 all 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**, so you want to get at least that many people to run.

Step 2: Create a Ballot

You can use the ballot template on the PAT website under “Get Involved/PAT_Elections”

- Write down the names of candidates
- Allow space for write-ins
- Make a copy for each member

Step 3: Hold a Meeting and Vote

- Make sure every member gets a ballot (only PAT Members may vote)
- Collect completed ballots
- Mark who voted, and make sure anyone not at the meeting gets a ballot and a chance to vote.

Step 4: Report your results to PAT

- You can report results on the **online form** on the PAT website under “Get Involved”
- Or, PONY to PAT the names of the elected reps.