



## APPENDIX C

### NYC Administration for Children's Services Division of Early Care and Education Parent Election Chart Guidelines



This tool is designed for delegate agencies to use as a simplified means of recording and submitting the details of center and delegate agency level Policy Committee elections to the grantee. It may also be used for classroom elections.

#### **Identifying Data:**

Staff members need to be assigned to complete the Election Chart, take minutes, and record on a wall chart. List delegate agency name and center site conducting election, specifying whether center or delegate agency election. Complete all information in the Heading. State the date of election, number of representatives in attendance and number of proxy letters from parents placing themselves in nomination used as part of the election procedure.

#### **Nominees:**

- List the name of the nominee and the person nominating for each office. Place "D" in parentheses beside name if the nominee declines.
- A nominee cannot make a nomination or vote for a candidate in the same position, without first declining his/her own nomination. Nominations may come from the parents present, or parent candidates can nominate themselves. Parents can also accept a proxy nomination. A **PROXY LETTER** from a parent requesting their name to be placed in nomination for a specific office is allowed. However, a **proxy vote** is **not** allowed.

#### **Motion/Second:**

- List the names of the persons making the motion to close and second. *Neither can be a current nominee.* Make sure none of the motions are made by candidates in that office.
- The motion to close should be heard after all the nominees in the position are nominated.
- Check simply whether the motion passed or not.

**Candidate Introductions:** Ask candidates if they wish to state why they wish to be elected to the DAPC. When finished, escort candidates away from voting area so that the remainder of the committee can vote for the candidates of their choice.

#### **Votes:**

- State the number of votes each nominee received in the voting column and the number of voting members present at the time the vote for that position is cast in the last column. The total number of votes for all candidates and "abstentions" should add up to the number of voting members present. Remember to clearly identify voting members from other people in the room to avoid voting confusion. When there is a tie vote, then the procedure should follow bylaws policies. In most cases, the Chairperson is elected as the tie breaker, which means the **Chairperson does not nominate or cast a vote for other officers after being elected.** When the Chairperson is **not** designated as the tie breaker, then another vote for the position must be taken.
- ***Remember only one vote per family.***

#### **Additional Motions and Decisions:**

- Based on Bylaws – i.e. next highest votes becomes chairperson
- Voting Decisions – open or closed ballot
- Asking the Chairperson to conduct the remainder of the Election