



## STC PTSA Election Proceedings

### Election Proceedings

#### Elected Roles:

- The Parent Representatives and the Chair are elected at the Annual General Meeting (AGM).
- If no Chair is elected directly by the general membership at the AGM, the power to elect a Chair shifts to the newly formed PTSA Committee, which will elect one from among themselves.
- The positions of Vice Chair, Treasurer, and Secretary are elected by the PTSA Committee members from among themselves.
- The PTSA Committee shall have power to co-opt members to fill vacancies occurring during the year and to fulfill such other special duties as the PTSA Committee shall from time to time deem necessary.

#### Composition Eligibility:

- The Chair must be a Parent Representative who is not an employee of the English Schools Foundation (ESF).
- The Committee must have between 5 and 16 members total, including at least the Chair, two general members (one of whom must be a parent), and the Principal.
- Up to three (3) teaching staff members may be appointed directly by the teaching staff and the Principal (rather than through the AGM election process).

#### Term of Office and Limits:

- Elected members hold office until the next AGM. They are eligible for re-election, but no person may serve more than six consecutive terms.

#### Rules and Procedures:

- The sitting PTSA Committee has the authority to establish and decide the relevant rules and procedures regarding nominations and elections.

#### Voting Rights:

- At the meeting, each family is entitled to exactly one vote, regardless of how many children they have enrolled in the school.
- Teaching Staff Members are not entitled to vote for Parent Committee Members.
- Honorary and student members are not permitted to vote.
- No proxy voting is allowed.



### Voting Methods:

- Voting is conducted by a show of hands or by ballot, as determined by the Committee. However, the Committee may choose to offer an electronic voting platform or other modern information technology methods.

### Preparation Timelines

#### Scheduling:

- The AGM must be scheduled and take place during the first term of each academic year. The specific date, time, and location are fixed by the PTSA Committee.

#### At Least 14 Days Before the AGM:

- Written notice of the AGM must be distributed to each parent member in a manner decided by the PTA Committee (email and approved online communications count as written notice).

#### Not Later Than 7 Days Before the AGM:

- Any items or proposals that members wish to include in the official AGM agenda must be submitted in writing to the PTSA Committee.

#### Quorum Requirement (Day of Meeting):

- At least ten (10) members must be present to form a quorum so that the AGM proceedings and elections can legally take place.

### AGM Timeline

- **June PTSA Meeting:**
  - o Present AGM procedure and timeline to the PTSA Committee
  - o June Newsletter to mention PTSA AGM for Aug 31st.
- **Aug - Week beginning Aug 17th:**
  - o Written notice to parents and staff for the AGM with at least **14 days'** notice
  - o AGM - Monday, Aug 31st 2026
  - o Attach: STC PTSA Code of Conduct; Job Descriptions of Office-Bearing Positions; Nomination Form; 2025-2026 Finance Report
- Chair and Treasurer prepare reports
- **4pm - 28th Aug 2026:** Deadline for submitting Nomination Forms
- **5pm - 31st Aug 2026:** AGM
- Send AGM Minutes and the results of the election to PTSA Members after the AGM.