

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, Sept 7th 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 - 4th Sept 2026:** Deadline for submitting Nomination Forms
- **5pm - 7th Sept 2026:** AGM
- Send AGM Minutes and the results of the election to PTSA Members after the AGM.