

# ISSAQUAH HIGH PTSA

## Electronic Voting Policy

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Last Reviewed September 30, 2025

Last Revised: October 8, 2024

Issaquah High PTSA (IH PTSA) may hold virtual or hybrid meetings as indicated in the meeting notice. Zoom is currently the online platform IH PTSA uses to hold virtual or hybrid meetings. In the instance a vote takes place at a virtual or hybrid meeting the following outlines the procedures used.

Only current IH PTSA members are eligible to vote per the Standing Rules. When voting in an online platform that is referred to as electronic voting. Zoom features such as chat and/or polls will be used to conduct electronic voting.

Process:

- Upon joining the virtual meeting; the member needs to sign-in via chat with their first and last name as it appears in their membership.
- The secretary confirms membership and eligibility to vote.
- Most routine voting can be done with a voice vote or by raising hands. For voice votes and uncontested ballots, the meeting chair will ask the question verbally and write it in chat. To determine responses the member will type in chat “aye”, “nay”, or “abstain”.
- In the instance a vote count is necessary a poll will be made available in the online platform. Polls are used for single-choice or multiple choice. Polls are visible to everyone in the meeting; however, only current members are eligible to vote per the Standing Rules. The meeting chair announces a vote will be taken, launches the poll, waits a specified amount of time or until every member present has voted, then displays or announces the results of the vote.

Technology and needs can change quickly in today’s digital world. This policy will be reviewed annually and updated to reflect current practices and online platforms in use, and to ensure voting policy and procedures align with Electronic Voting Best Practices in WSPTA Policy.