

## Prior to the Election

### **30 Days Notice to Members:**

Notice of Annual Election Meeting of the \_\_\_\_\_ PTSA/PTA

### **Reminder Notice:**

\_\_\_\_\_ PTSA/PTA Annual Election meeting on [Date] at [time] at [location].

**Report of the nominating committee to be posted 28 days prior to the election meeting.**

### **LISTS TO HAVE ON HAND:**

- Current Membership list – 30 days as member
- List of members ineligible to vote
- *List of Executive Board members for \_\_\_\_\_ school and feeder schools (previous year) if standing rule requires prior service.*  
*Note: Members of Executive Board include all officers, standing committee chairs, principal, teacher rep*
- Prewritten ballots or squares of colored paper to be used as ballots

**Note about the script:** purple/italics are notes/instructions and do not need to be read.

Check your bylaws to fill in and cross out any officers that do not apply to your PTA unit.

# Election Script for \_\_\_\_\_ PTSA

**President:** We will now conduct our election.

The parliamentarian, \_\_\_\_\_, will read the sections of the bylaws pertaining to elections.

**Parliamentarian:** The portions of the bylaws pertaining to elections are as follows.

*(Note: read bylaws Article V, Sections 1, 2, 4a, 4e, 5-8, 11)*

## ARTICLE V – OFFICERS AND THEIR ELECTION

### SECTION 1.

Each Officer or board member of this Association shall be a member of this Association.

### SECTION 2.

The Officers of this Association shall be a president, *executive vice president*, \_\_\_\_\_ vice presidents, recording secretary, *corresponding secretary*, treasurer, *financial secretary*, auditor, historian and parliamentarian. These officers shall be elected annually with the exception of the *corresponding secretary* and the parliamentarian, who shall be appointed by the president subject to the ratification of the executive board.

### SECTION 4.

- a. Nominations for office shall be made by a nominating committee which shall be elected by the Association.
- e. The report of the nominating committee shall be submitted to the membership at least twenty-eight (28) days prior to the annual election meeting. At the annual election meeting, additional nominations must be called for from the floor.

### SECTION 5.

- a. The privilege of holding office shall be limited to members of the association whose dues are paid and who have been members of the association for at least thirty (30) days previous to nomination.
- b. Individuals who are current members in any PTA or PTSA in good standing must pay dues to this association upon nomination to office in order to qualify as members at the time of election.

### SECTION 6.

- a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- b. Nominees for the offices of president, treasurer, *financial secretary*, auditor, or any elected officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.

### SECTION 7.

Election shall be held by ballot at the annual election meeting in \_\_\_\_\_. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

### SECTION 8.

- a. Officers shall serve for a term of one (1) year.
- b. No Officer shall be eligible to the same office for more than two (2) consecutive terms or hold more than one (1) elected or appointed office.
- c. Officers shall assume their duties on July 1.
- d. No officer shall serve past the start of the next term unless elected to serve in that term. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.

### SECTION 11.

If an office remains unfilled after election, it is considered a vacant office to be filled by the board-elect.

## ARTICLE VII – ASSOCIATION MEETINGS

**Section 6.** The privilege of making motions, debating, and voting shall be limited to members of the Association who are present and whose dues are paid and who have been members of the Association for at least the previous thirty (30) days.

**Section 7.** Voting by proxy is PROHIBITED.

## READING OF THE NOMINATING COMMITTEE REPORT

**President:** Will the chair of the nominating committee, \_\_\_\_\_, please present the committee report.

### Chair of Nominating Committee:

On behalf of the nominating committee, I present the following slate of officers:

**President:** \_\_\_\_\_

**Executive Vice President** \_\_\_\_\_

**1st Vice President Director of** \_\_\_\_\_ :

**2nd Vice President Director of** \_\_\_\_\_ :

**3rd Vice President Director of** \_\_\_\_\_ :

**4th Vice President Director of** \_\_\_\_\_ :

**Recording Secretary:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**Financial Secretary:** \_\_\_\_\_

**Auditor:** \_\_\_\_\_

**Historian:** \_\_\_\_\_

The nominating committee report was posted on \_\_\_\_\_ [date].

The nominating committee members are:

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**President:** Thank you to the nominating committee for their report and all your work.

## NOMINATIONS FROM THE FLOOR

**President:** According to our bylaws, nominations from the floor are now in order. Anyone [who has been a member for 30 days] who wishes to make a nomination from the floor should raise their hand for attention. You can find the raise hand button either under participants or reactions.

*Notes: Only paid members (at least 30 days) are eligible to make nominations. May nominate self. No second required. [parliamentarian] will check for raised hands and check against list of members.*

I will restate the nominees. Please wave as your name is called.

\_\_\_\_\_ has been nominated for **President**. Are there any further nominations for President?

*If none, "Hearing none, I declare the nominations for president closed."*

*Parliamentarian will let President know if there are any raised hands eligible to nominate.*

➤ **If nomination from the floor, proceed as follows:**

**President: Please state your name and the name of the nominee. (pause for name)**

*Determine if the nominee is eligible. All conditions of a nominee as per bylaws must be met.*

*If conditions are not met: **The candidate is ineligible, because they** \_\_\_\_\_ **<summary of reason>, according to** \_\_\_\_\_ **<cite rule below>.***

Article V, SECTION 5. haven't been a member for 30 days.

Article V, SECTION 6.

a. did not agree to serve.

b. For president, treasurer, financial secretary, auditor, or 1<sup>st</sup> VP, cannot be related by blood, marriage or live together

Article V, SECTION 8. Have already served in this office for two consecutive terms.

*If conditions of candidacy are met, proceed:*

**President: Is** \_\_\_\_\_ **(name) present? If so, ask "Do you accept the nomination?"**

*If nominee is not present, **The nominee is not present to give consent. Has written consent been provided?***

*If no consent, **Only persons who have consented to serve can be nominated** (Article 5, section 6a).*

*If consent given, state: " \_\_\_\_\_ shall be added as a nominee for the office of \_\_\_\_\_ and a ballot vote shall be held."*

**Are there any further nominations?**

*If none: "Hearing none, I declare the nominations for \_\_\_\_\_ closed."*

*Repeat above starting at ➤ if nominations for any of the following offices:*

\_\_\_\_\_ has been nominated for **1<sup>st</sup> Vice-President**. Are there any further nominations for 1<sup>st</sup> Vice-President?

*"Hearing none, I declare the nominations for 1<sup>st</sup> vice-president closed."*

\_\_\_\_\_ has been nominated for **2<sup>nd</sup> Vice-President**. Are there any further nominations for 2<sup>nd</sup> Vice-President?

*"Hearing none, I declare the nominations for 1<sup>st</sup> vice-president closed."*

\_\_\_\_\_ has been nominated for **3<sup>rd</sup> Vice-President**. Are there any further nominations for 3<sup>rd</sup> Vice-President?

*"Hearing none, I declare the nominations for 1<sup>st</sup> vice-president closed."*

\_\_\_\_\_ has been nominated for **4<sup>th</sup> Vice-President**. Are there any further nominations for 4<sup>th</sup> Vice-President?

*"Hearing none, I declare the nominations for 1<sup>st</sup> vice-president closed."*

\_\_\_\_\_ has been nominated for **Recording Secretary**. Are there any further nominations for Recording Secretary?

*"Hearing none, I declare the nominations for 1<sup>st</sup> vice-president closed."*

\_\_\_\_\_ has been nominated for **Treasurer**. Are there any further nominations for Treasurer?

*"Hearing none, I declare the nominations for 1<sup>st</sup> vice-president closed."*

\_\_\_\_\_ has been nominated for **Financial Secretary**. Are there any further nominations for Financial Secretary?

*"Hearing none, I declare the nominations for 1<sup>st</sup> vice-president closed."*

\_\_\_\_\_ has been nominated for **Auditor**. Are there any further nominations for Auditor?

*"Hearing none, I declare the nominations for 1<sup>st</sup> vice-president closed."*

\_\_\_\_\_ has been nominated for **Historian**. Are there any further nominations for Historian?

*"Hearing none, I declare the nominations for 1<sup>st</sup> vice-president closed."*

## VOICE VOTE FOR OFFICES WITH ONLY ONE NOMINEE

*For offices with only ONE nominee, proceed omitting the names of the offices with multiple nominees.*

**President:** The bylaws state that where there is but one nominee for an office, the ballot may be dispensed with and the election held by voice. Is there any objection to this procedure? < PAUSE>

If objection or ballot vote is called for by a member (30 days)

**President:** It has been moved to vote by ballot [*\*for the office(s) of \_\_\_\_*]. <*\*add if for specific office(s) only*>

All those in favor say "aye." <pause>

Any opposed say "no" <pause>

*No second or discussion. A majority vote is required to carry the motion.*

*If not carried, a ballot vote is required. Proceed to the next page.*

**Hearing none, the following are presented for election**

*<read slate of officers, omitting the names of offices with multiple nominees>*

**President:**

1st Vice President Director of \_\_\_\_\_:

2nd Vice President Director of \_\_\_\_\_:

3rd Vice President Director of \_\_\_\_\_:

4th Vice President Director of \_\_\_\_\_:

Recording Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Financial Secretary: \_\_\_\_\_

Auditor: \_\_\_\_\_

Historian: \_\_\_\_\_

All those in favor say aye < PAUSE>

Those opposed say no. < PAUSE>

**The ayes have it. Congratulations to the elected officers!**

*For offices with multiple nominees, proceed with the ballot vote for these offices.*

## CONDUCTING THE BALLOT VOTE:

**President:** A ballot vote will be conducted for the office(s) of \_\_\_\_\_.

I appoint the following tellers to count and verify the vote, who are invited officers of TCPTA:

- Chair: \_\_\_\_\_
- Tellers: \_\_\_\_\_

If the nominees would like to designate an observer of the ballot count, please state your intention now.

*<Take names of observer> Further explanation if needed: Nominees may not observe the counting of the ballots, but may designate a member to observe the counting of the ballots on their behalf if desired.*

The tellers will please count all members present who are eligible to vote. *(Count of the House)*

*Officers, including the president, are entitled to a vote and should be counted.*

### Instructions for Ballot Voting

**President:** According to our bylaws, only **members attending** the meeting, who have been **members for at least thirty days**, and whose dues are paid, are eligible to vote at an election. Each eligible member is entitled to **one vote**. Proxy voting is prohibited. One ballot has been distributed to each member attending.

A majority vote (more than half of the eligible voters) is needed to elect a nominee. Two ballots cast by the same person are considered illegal votes and will not be tallied for the nominee. If the number of votes received exceeds the total number of eligible votes, the ballot vote is compromised and may need to be repeated.

**President:** We will now conduct the ballot vote for the office of \_\_\_\_\_.

*<Tellers will collect the ballots>*

**President:** Have all had a chance to vote? *Can extend the time briefly if needed.*

*If no objections say: I now declare the ballot vote for the office of \_\_\_\_\_ closed.*

**President:** The tellers and observers will now count the ballots.

*President to continue to conduct the business of the meeting, while tellers tally votes.*

## ANNOUNCING THE RESULTS

*Upon return of the Tellers committee:*

Teller committee chair will present the report of voting results in writing to the president.

*Total eligible voters (by count of the house): \_\_\_\_\_*

*Total votes cast (includes illegal ballots, but not blank ballots): \_\_\_\_\_*

*Number needed to elect [majority vote = ½ eligible voters +1]: \_\_\_\_\_*

*Nominee \_\_\_\_\_ (Name) received [# votes]: \_\_\_\_\_ <not read unless requested>*

*Nominee \_\_\_\_\_ (Name) received [# votes]: \_\_\_\_\_ <not read unless requested>*

**President:** Thank you to the Teller Committee. The counting of the vote is complete.

The total number of eligible voters was \_\_\_\_\_.

The number needed to elect is \_\_\_\_\_.

\*For the office of \_\_\_\_\_, the total number of votes cast was \_\_\_\_\_.

\_\_\_\_\_ <name> has been elected to the office of \_\_\_\_\_ by majority vote.

*<\*repeat for all contested offices voted> Congratulations to the elected officer(s).*

*The number of votes cast for each nominee is not announced unless requested.*

*Teller's Report must be recorded in the minutes.*

Following the announcement of the vote,

**Chairman of tellers:** I move to destroy the ballots.

**President:** It has been moved to destroy the ballots. Is there a second? *<pause for second>*

It has been moved and seconded to the destroy the ballots. Any discussion? *<pause>*

All those in favor say aye. *<pause>* Those opposed say no. *<pause>* Motion (carried or defeated).

**If a person is elected to more than one office:**

\_\_\_\_\_ <name> has been elected to the offices of \_\_\_\_\_ <list offices>.

Please select the office in which you choose to serve. <person will choose>

\_\_\_\_\_ <name> is now withdrawn as a nominee for the office(s) of \_\_\_\_\_ <list remaining offices>.

There is now but one nominee for these offices. The bylaws state that where there is but one nominee for an office, the ballot may be dispensed with and the election held by voice. Is there any objection to this procedure? <PAUSE>

Hearing none, the following are presented for election: <state office(s) and name(s) of nominee(s)>

Please unmute yourself for the voice vote. All those in favor say aye. <PAUSE> Those opposed say no. <PAUSE>

*If objection, a ballot vote may need to be conducted for the remaining offices.*

Following the announcement of the vote,

**Chairman of tellers:** I move to destroy the ballots.

**President:** It has been moved to destroy the ballots. Is there a second? <pause for second>

It has been moved and seconded to the destroy the ballots. Any discussion? <pause>

All those in favor say aye. <pause> Those opposed say no. <pause> Motion (carried or defeated).

**If NO nominee receives a majority vote,** the ballot is repeated. The house must be recounted. If a member missed the original vote, but arrives in time for another vote, they are entitled to vote.

**If there are more votes than eligible voters, and the number of ineligible votes would clearly not affect the outcome of the vote,** the president may put the question: Because the number of ineligible votes will not affect the outcome, the members can accept the vote as it stands or vote again. All those in favor of accepting the vote, say aye. <pause>

Those opposed, say no. <pause> Motion [carried or opposed]

*<If it is accepted, president will proclaim the winner. If it is not accepted, the vote will be conducted again.>*

**If the vote needs to be conducted again due to illegal votes,** president reiterates instructions with reminders:

**Eligible voters please select a nominee name or abstain if you do not wish to vote for either nominee.**

*<Challenges to the election procedure or outcome must be made during the election meeting.>*

*<The procedure is repeated for each contested office.>*

## ADDITIONAL INFORMATION FROM THE BYLAWS AND CAPTA

### Article V, SECTION 3.

The requirements and procedures for the election and conduct of the nominating committee, which are found in the California State PTA Toolkit, must be followed by this Association. No member shall serve on the nominating committee for two (2) consecutive years. **(See: California State PTA Toolkit.)**

### Nominee Requirements (CAPTA Toolkit)

Nominee:

- Must be a PTA member for at least 30 days at the time of the election;
- Must support the Purposes and basic policies of the PTA and recognize that PTA is an effective organization working for all children and youth;
- Should have effectively carried out previous PTA and/or other organizational responsibilities;
- Should have knowledge of the organization and its role in the school and community;
- Should be willing to give PTA priority and commitment including attendance at meetings;
- Must be fair and objective and concerned for the well-being and best interests of the PTA; and
- Must understand the importance of effective teamwork.

### CAPTA Toolkit on voting members (from Conducting PTA Meetings):

When conducting business at the meeting, be aware of which individuals are voting members. The privilege of making motions, debating, and voting is limited to eligible members. Eligible members are those whose dues are paid and have been members for at least the previous 30 days. Only eligible voting members count toward the **quorum**. It is the responsibility of the secretary to have an updated membership list.

Meetings must be held to vote on issues. Voting by **proxy** is prohibited. This means no absentee voting: a member cannot vote on behalf of another member who is absent. **Voting member:** To be **eligible** to vote, a member must have paid annual per capita dues and been a member of the association for at least 30 days.

A **quorum** is specified in the bylaws and is the minimum number of qualified voting members that must be present at a meeting to legally conduct business.

### Addressing issues:

Nominees ask to speak: We are following the procedure given by CAPTA for a ballot vote. It is not in our procedure to have nominees address the body.

Disruption: This is not an appropriate time to air your grievances. If you have issues, please bring them up in a more appropriate setting.



## Instructions for Handling BALLOT VOTES *(information only, script on previous pages)*

A ballot vote is required when there are two or more nominees for an office.

A member may also move to request a ballot vote. If a member requests a ballot vote with only one nominee, the motion is voted on immediately with no debate. A majority vote is required.

The secretary should have an official membership list at the meeting. If a membership list is not available, all adults present must be allowed to vote.

If a ballot vote is anticipated, membership can be verified before or upon entering the meeting, and an electronic ballot prepared ahead of time. It is recommended to use an electronic ballot, such as a zoom poll, google form, or survey monkey. If you anticipate a contested vote, please let TCPTA know, and we will be prepared to assist you with your election and ballot vote.

### CONDUCTING THE BALLOT VOTE: **PRESIDENT**

- Appoints a tellers committee (3 people). A chairman and at least 2 tellers.  
*(Can be appointed before the meeting, but do not announce tellers ahead of time.)*  
*<Nominees may not serve as tellers. Each nominee may designate an observer of counting.>*
- Request all members eligible to vote be counted by tellers (Count the House).  
*Officers, including the president, are entitled to a vote and should be counted.*  
*<This count will determine the number of ballots to be tallied.>*
- Instruct voters how to complete the ballot.

### Counting the Ballot Vote: **Tellers** (distribute, collect and count ballots)

Tellers collect ballots, ensuring that no one casts more than one ballot.

- Illegal Ballots are counted to determine the number of votes cast, but do not count in the tally for candidates. Ballots are considered illegal if handed in with:
  - Unreadable words or symbols
  - A nominee's name who is not a member
  - Two or more filled out ballots folded together (count as 1 illegal vote) – 2 votes from one person
- Blank ballots are not counted.

Tellers give report of voting results in writing by the committee chairperson, given to the president:

- Total eligible voters (by count of the house): \_\_\_\_\_
- Total votes cast (includes illegal ballots, but not blank ballots): \_\_\_\_\_
- Number needed to elect [majority vote =  $\frac{1}{2}$  eligible voters +1]: \_\_\_\_\_
- Nominee (Name) received [# votes]: \_\_\_\_\_
- Nominee (Name) received [# votes]: \_\_\_\_\_

If NO nominee receives a majority vote, the ballot is repeated. The house must be recounted. If a member missed the original vote, but arrives in time for another vote, they are entitled to vote.

President announces who has been elected. The number of votes cast for each nominee is not announced unless requested. Teller's Report must be recorded in the minutes.

Following the announcement of the vote, the chairman of tellers moves to destroy the ballots.

Challenges to the election procedure or outcome must be made during the election meeting. This procedure is repeated for each contested office.