PTA NOMINATING COMMITTEE CHECKLIST – QUICK TIPS

1) **Elect Nominating Committee At Association Meeting:**
   - ☐ Must be elected at least 60 days prior to annual election meeting
   - ☐ Check number of members and alternates to elect as stated in Bylaws
   - ☐ Verify eligibility of committee member nominees by checking:
     PTA membership
     Did not serve on last year's nominating committee

2) **Schedule Nominating Committee Meeting after elected:**
   - ☐ Parliamentarian arranges date
   - ☐ Principal, or faculty representative appointed by the principal, included as advisor
   - ☐ Alternate(s) called as replacement, if elected member unable to attend first committee meetings

3) **Nominating Committee Meets – At the first meeting, the parliamentarian:**
   - ☐ Gives information on committee's work and nominating process (See: Bylaws, Standing Rules)
   - ☐ Conducts an election for committee chairperson
   - ☐ Reviews officer positions and duties
     See: Job Descriptions, California State PTA Toolkit and Unit Bylaws and Standing Rules
   - ☐ Stays only if elected to the nominating committee

Key Activities – Recruits and identifies potential nominees to prepare slate of officers:

Contacts potential candidates and:
- ☐ Provides information on duties, expectations and skill sets of a board position
- ☐ Checks that he/she is a PTA member (for at least 30 days before nomination)
- ☐ Confirms that he/she:
  - ☐ Supports the mission, purposes and principles of PTA
  - ☐ Will commit adequate time and effort to carry out duties, as a team player, if elected
  - ☐ Appreciates the value of training and learning more about PTA board responsibilities, if elected
  - ☐ Agrees to be nominated and to serve as a board member, if elected

Assesses potential candidates with the chairperson:
- ☐ Reminding everyone that all discussions are confidential
- ☐ Leading an open discussion of possible nominees
- ☐ Scheduling a follow-up meeting, if needed
- ☐ Ensuring a slate of nominees is created
- ☐ Completing the Report of Nominating Committee for the Election Meeting
  - ☐ Signed by nominating committee members
- ☐ Arranging to notify membership of slate of nominees at least 28 days before Election Meeting

Fig. R-3 PTA Nominating Committee Checklist - Quick Tips

Electing the Nominating Committee

toolkit.capta.org/running-your-pta/nominations-and-elections/electing-the-nominating-committee/

Information about when and how a nominating committee is elected is found in your PTA Bylaws. For example, Bylaws provide details on who is eligible to serve as well as how many members and alternates are on the nominating committee.

Keep in mind that the election of the nominating committee takes place, each year, at least two months before the annual election meeting for board members.

Qualities of Nominating Committee Members

A member of the nominating committee is expected to understand and appreciate:

- Duties and eligibility requirements of board positions
- Skill sets and time commitment needed for each position
- Consideration of potential nominees based on abilities as well as capacity for leadership growth
- Selection of a slate of officers that reflects a school community
- Importance of keeping all deliberations confidential

Responsibilities of the Committee

The nominating committee is tasked with choosing the best candidates to serve as officers to run your PTA next term.
Its meetings are scheduled to provide adequate time to consider all suggestions for potential nominees.
Setting aside time to create a balanced slate of experienced and new officers, representing the school community, is also part of the process.

Keep in mind that the nominating committee:

- Elects its own chairperson at its first meeting
- Receives information and advice from the parliamentarian on procedures and next steps
- Reviews requirements for nominees and officers' duties (See: Job Descriptions in Toolkit)
- Engages in open discussion on potential nominees
- Selects only eligible nominees who agree to serve
- Operates until the annual election meeting

Remember, too, that a committee member is not excluded from consideration as a nominee for an elected board position.

If a nominating committee member is being considered, he/she is excused from the meeting during discussion on the position. The individual can rejoin the meeting to participate in the ballot vote, required in this instance, for determining the nominee for an office.

Responsibilities of Chairperson

The chairperson for a nominating committee has administrative duties to ensure that the committee runs smoothly and completes its work on time.

Additional responsibilities include arranging to:

- Provide the agenda and schedule for meetings
- Contact potential nominees and share the outcome with the committee (See: Contacting Nominees)
- Advise nominees to attend the election meeting and the installation of officers
- Submit a slate of nominees to the membership 28 days before the election meeting
- Reconvene the committee if a nominee withdraws before the election

At the election meeting, the chairperson reads the nominating committee report with the slate of nominees and gives a written report, signed by the committee, to the secretary to include in the Minutes.

Alternates to the Nominating Committee

An alternate is elected by the membership and receives information about the date, time and place of the first meeting of the nominating committee. However, he/she only participates in nominating committee meetings when there is a vacancy on the committee. If an elected member is unable to attend the first meeting, the first alternate is asked to replace that person as a permanent member of the nominating committee.

The Role of the Parliamentarian

For the election process, the parliamentarian acts as a facilitator for elections and as a mentor to the nominating committee.

For example, at the association meeting that elects the nominating committee, the parliamentarian shares information on the election process by reading parts of Article V, Section 3 to 4 in Unit Bylaws.

Providing support for the nominating committee includes scheduling its first meeting. Notifying the first alternate, if an elected member cannot attend this meeting, is a task assigned to the parliamentarian.

At the first meeting of the nominating committee, the parliamentarian conducts the election of the chairperson and supplies advice and information on:

- Nominating procedures and timelines
- Committee responsibilities and chairperson duties
- Unit Bylaws, Standing Rules and Membership List
- Officer positions and Job Descriptions

For subsequent meetings, the parliamentarian only attends if elected to serve on the nominating committee.

< PTA Leaders (https://capta.org/pta-leaders/)

STRATEGIES FOR FILLING BOARDS

Start early by being inclusive and welcoming.

- At the beginning of the term, ask current board members to identify people who show strengths, skills and enthusiasm.
- Be aware of that person who is always early, willing to help in any way, is just behind-the-scenes everywhere. That kind of enthusiasm is a good trait in a PTA leader.
- Develop a list with short descriptions of the positions at your site (including time commitment) so that people know what they are being asked to do. Publicize these on websites and in newsletters. If you have sign-up sheets, do the same on them and in directories.
- Do an interest survey in which you ask what skills people have, what they want to be involved with, etc.
- Give a clear indication of the responsibilities of all positions and how much time may be involved.
- Promote training, resources and counterpart assistance so that volunteers know they will be supported.
- Encourage council/district officers to sit in or assist with presentations at workshops.
- Include any expectation of officer representation at leadership training workshops, council and PTA district meetings and/or the California State PTA annual convention. Have job descriptions available at training events.
- Always encourage board members to mentor others. Encourage board members to ask for assistants and delegate well so that others get a sense of what effort is involved in tasks and events.
- Ask the principal and teachers to recommend people who have shown interest in being involved at school or in the classroom who may not have been approached by PTA.
- At middle/junior highs and high schools, be sure to be in touch with your feeder schools on a regular basis so that they know what your PTA/PTSA does. Then ask them to identify potential volunteers.
- Be sure to make clear when elections take place and the need to have people on board in spring and what a PTA misses if there are no officers in spring for the following year.
- Reach out to other groups to share information about how those leaders can be involved in PTA.
- Be positive about the personal benefits of the job: marketable skills, great leadership training, community respect, increased self confidence, computer skills, public speaking training, support and friendship from a great group of people, etc.
- Don't try to talk a reluctant individual into accepting a nomination.
- Don't whine or beg, and remember that no one wants a job where the incumbent complains about their job.
- Never try to "fill the board" just to have names in place. A vacancy at the time of the election may be filled by a nomination from the floor or later can be elected by the newly elected executive board.

Other things to consider:

- Take an honest look at what you do and how you represent PTA. Is this why some might not join?
- Don't be afraid of change, encourage it.
- Consider one-time event chairs instead of a "programs vice president" who is in charge of all events.
- Consider that one-time volunteers may get hooked.
- Use interest or job skills surveys

_____

Name of PTA

Straw Ballot

For the PTA Board for the 2023-2024 School Year

The nominating committee for the _____ PTA/PTSA will be meeting in the near future. To help this committee in making selections for nominations, would you give them your ideas for officers for our PTA? Please take a few moments and write your suggestions below.

Return it to: _____ on or before _____.
You may suggest more than one name for an office or you may leave some slots open.

President_____

1st VP _____

2nd VP _____

3rd VP _____

4th VP _____

Recording Secretary_____

Treasurer_____

Financial Secretary_____

Auditor_____

Historian_____

_____

_____

_____

Please remember this is only a **Straw Vote. It is not binding**. It serves as a way to help the nominating committee in its deliberations.
Thank you for your input and help.

Report of the Nominating Committee

Name of PTA: _____

Date: _____

The nominating committee met on _____ to consider all eligible candidates for the _____ term of office. A proposed slate of nominees was posted on _____. On behalf of the nominating committee, I present the following slate of officers for the association's consideration:

Position:	*Name:*
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signatures of Nominating Committee:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The report of the nominating committee is submitted to the membership in writing at least 28 days prior to the election and reported at the election meeting. The report of the nominating committee must be entered into the minutes of the association.

PTA ELECTION CHECKLIST – QUICK TIPS

- **PRESIDENT – VERIFIES DATE FOR ELECTION MEETING IN BYLAWS:**
  - ☐ Notify membership of election date at least 30 days before meeting
  - ☐ Publicize slate of officers at least 28 days before meeting

- **PRESIDENT – PRESIDES AT ELECTION MEETING:**
  - ☐ Secretary – Brings current membership list and ballots to meeting
  - ☐ Parliamentarian – Reads Bylaws Sections related to nominations and elections at meeting
  - ☐ Nominating Committee Chairperson – Reads Nominating Committee Report with officers' slate
  - ☐ President – Restates slate of nominees and asks each person named to stand

- **PRESIDENT – CONDUCTS ELECTION:**
  - ☐ Asks for nominations from the floor for each office
    - o Nominations do not require a second, only a nominee's consent
  - ☐ Conducts election by voice vote if there is only one nominee for any office
  - ☐ Calls for a ballot vote for any office with two or more candidates

- **HOW TOS – BALLOT VOTE:**
  - ☐ Required if there are two or more nominees for an office
  - ☐ Eligibility to vote is verified by checking current membership list
  - ☐ President appoints a Tellers Committee and its chairperson:
    - o Tellers – Distribute, collect and count the ballots
    - o Count eligible voters to determine total number of ballots
  - ☐ Note: Nominees may not serve as tellers, but may designate a person to observe the ballot count

- **TELLERS COMMITTEE – COUNT VOTES AND PREPARE REPORT WITH:**

  Total eligible voters = _____ Total votes cast = _____

  Number needed to elect (majority vote – ½ plus one) = _____ Number received by each nominee = _____

  - ☐ If a nominee does not receive a majority vote, the ballot is repeated
  - ☐ Tellers Report is given to president and included in the Minutes

- **PRESIDENT – ANNOUNCES RESULT OF VOTE AND NAMES OF ELECTED OFFICERS**

- **TELLERS COMMITTEE CHAIRPERSON – MAKES A MOTION TO DESTROY BALLOTS**

Fig. R-4 PTA Election Checklist – Quick Tips

The Election

Each year, PTAs elect officers for the next term at an association meeting. The month to hold the annual election meeting is listed in a unit's Bylaws and is usually no later than the second week of April.

This date helps ensure a smooth transition for incoming board members. It provides time for them to receive materials and talk about the scope of their new position with their predecessor. And, it lets members of the board-elect get started to plan for the upcoming PTA year.

As well, the date gives the president-elect time to register and attend the California State PTA Convention.

The annual election meeting is planned and run by the president. Here are some tips to prepare for an effective election meeting:

- Agenda – Put 'Election of Officers' under 'New Business' on the Agenda.
- Notice – Distribute written notice of the election meeting thirty (30) days in advance to the unit's members as stated in Bylaws.
- Membership List – Secretary brings a current Membership list to the meeting to verify eligibility to vote and to be nominated.
- Voting – Only unit members attending the meeting, who have been members for at least thirty (30) days, and whose dues are paid, are eligible to vote at an election.
- Nominations at Meeting – After presenting the slate of nominees, additional nominations must be called for from the floor as indicated in Bylaws. These nominations do not require a 'second' and eligible members can nominate themselves.
- Elected Officers – To be elected requires a majority vote of those present and eligible to vote, providing the meeting quorum, as stated in Bylaws, is met.

How a PTA election is conducted is based on standard, parliamentary procedure. After giving some opening remarks, the president:

1) Asks parliamentarian to read parts of the Bylaws
   - o Nominations and Elections (Article V, Sections 1, 2, 4a, 4e, 5 to 8 and 11)
2) Asks for Report of the Nominating Committee
   - o Chairperson reads report and notes any changes to publicized slate, if a nominee withdraws before the election
3) Restates slate of nominees:
   - o Asks each one to stand as name is called
4) Asks for and takes nominations from the floor
   - o Says, "Are there any further nominations?"… Ends process by saying, "Hearing none, the nominations are closed".
5) Conducts election of officers:
   - o With one nominee for each board position, use a voice vote, saying:

     "Bylaws state that if there is one nominee for an office, a ballot may be dispensed with and the election held by voice vote."

     "Any objection to this procedure?"…"Hearing none, the following are presented for election" and reads list of positions and nominees."

     "All those in favor, say 'aye,' those opposed say 'no'. The ayes have it. Congratulations, you have elected the officers for next term as presented."

> If only one candidate has been nominated for an office, the president may declare the nominees elected by acclamation.

(See: Fig. R-4 PTA Election Checklist- Quick Tips)

Voice Vote

When there is one nominee for a position, the election may be held by voice vote. But, a member may make a motion to vote by ballot. This motion is then voted on immediately without debate. It requires a majority vote to be adopted.

Ballot Vote

Written ballots are used to vote in an election when there are two or more nominees for an office. They are also used if a motion to vote by ballot is presented, voted on and adopted at an election meeting.

For an election, both a voice vote and a ballot vote may be used with the voice vote for uncontested offices and a ballot for those positions with two or more nominees.

Here are some tips for handling a ballot vote:

1. Verify Eligibility To Vote – Check the current membership list vote before handing out ballots.

   If you know before the election meeting that there are two or more nominees for any office, ballots can be given out at a registration table as members arrive and present their membership cards.

   Please Note: If a current membership list is not available, all adults present are allowed to vote.

2. Appoint Tellers Committee – The president appoints a tellers committee, with a chairperson and at least two tellers. Tellers distribute, collect and count ballots.

   Ballots can also be collected in a ballot box. Nominees for office may not serve as tellers.

3. Count the House – Before voting, count the house to determine the number of ballots to be tallied. The president asks eligible members to stand and be counted.

   If another vote is necessary, recount voting members to determine the number of ballots to be tallied. If an eligible member missed the original ballot vote, but arrives in time for another vote, he/she is entitled to vote.

4. Handling Ballots – Illegal ballots are counted only to determine the number of votes cast. But, they are not applied as a vote for or against a nominee.

   Ballots are considered illegal if they are handed in with:

- Unreadable words or symbols
- A nominee's name who is not a member
- Two or more filled out ballots folded together, which are then recorded as one illegal vote

Blank ballots are not counted.

In a contested election, each nominee may designate a person as an observer for counting ballots.

6. Voting Results – The results are reported in writing by the tellers committee chairperson and given to the president with the following information:
   - Total eligible voters =
   - Total votes cast =
   - Number needed to elect (majority vote – ½ plus + 1) =
   - Number received by each nominee:

     (Nominee) Votes Received =

     (Nominee) Votes Received =

   The president announces the voting results and who is elected. But, the number of votes cast for each nominee is not announced, unless requested. However, for the Minutes, the complete Tellers Report is recorded.

   The chairperson of the tellers committee then makes a motion to destroy the ballots.

7. Election Challenges – With few exceptions, challenges to the election procedure or outcome must be made during the election meeting.

   An election must be declared "null and void" when it is discovered that an individual elected did not meet the eligibility requirements for office as stated in Bylaws.

   To learn more, refer to: Roberts Rules of Order Newly Revised, latest edition, 'Contesting the Announced Results of an Election and Point of Order'.

   For assistance and more information about elections, contact your district PTA parliamentarian or president.

Voting Rights of Officers

All PTA officers, including the parliamentarian, have the same voting privileges as other members. The president's impartiality is protected by voting only when the vote is by ballot.

Previous Nominating Committee Members

Make a list of nominating committee members and the year(s) in which they served. This will serve as a written reference for the PTA. The names of the nominating committee members must be placed in the PTA minutes as the official record.

Questions and Answers

Q. Can the nominating committee fill one position with two people who are willing to share the duties of the office?

A. No. A position may be filled by only one person. If unusual circumstances exist that require more than one person to handle the duties of a particular position, then an assistant or deputy position may be created.

Caution: If the assistant or deputy position is included by amending the bylaws, that position will then be required on all future boards. Alternatively, an assistant or deputy position with a clear description of the job duties may be added to the standing rules to allow for the position without requiring it on all future boards.

Q. Can one person be nominated for more than one office?

A. Yes. However, a member can serve in only one capacity at a time. In such a case, if the person elected to two or more offices is present, he/she can choose which office he/she will accept. If he/she is absent, the assembly should decide by vote the office to be assigned, and then elect others to fill the other office(s).

Q. Can a vacant position on the proposed nominating committee report be filled after the report has been submitted and posted?

A. Yes. If a nominee withdraws before the election, the committee must reconvene as soon as possible to agree upon another nominee. If an office is vacant after the election because an officer-elect resigns or because no one was elected to fill the office, it shall be considered a vacant office to be filled by the board-elect according to the bylaws.

Q. How does the nominating committee handle the acceptance of the nomination for a position after the report has been submitted?

A. If someone accepts a nomination after the report has been submitted (at least 30 days prior to the election meeting), the nominating committee chairperson will read a revised report that includes the new nominee for office to the executive board and to the membership at the annual election meeting.

Q. Can an association member be nominated to serve a third consecutive one-year term for any office?

A. No. An individual who has already served two consecutive one-year terms in any elected or appointed office is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. The individual may serve in a different officer position. (See *Unit Bylaws*, Article V, Section 8.) An individual serving as an officer of a council or district for one two-year term is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. At least one full term must elapse before an officer who has served the maximum number of terms is eligible for nomination and election or appointment to the same office.

Script for conducting elections

It can be nerve-racking to stand in front of your membership and conduct elections. What do you say and, how do you say it? Consider the following.

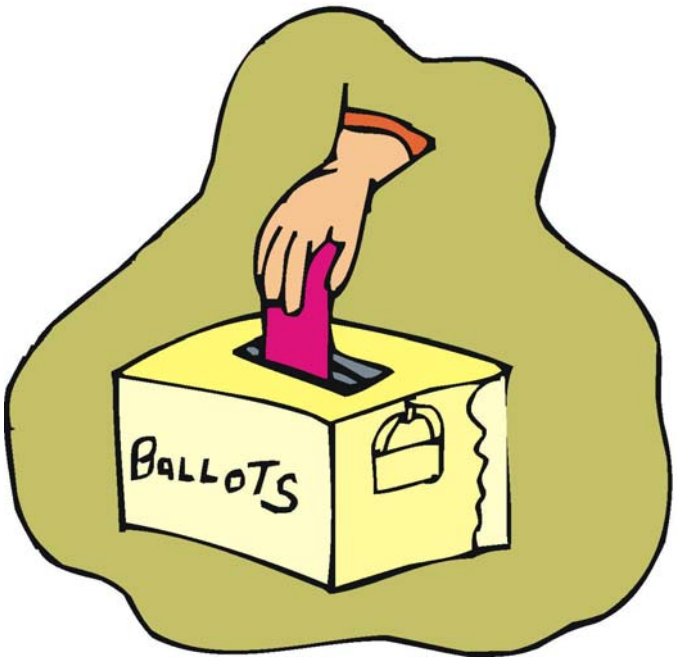
PRESIDENT: "We will now conduct our elections. Would the parliamentarian please read the sections of the bylaws pertaining to elections?"
PARLIAMENTARIAN: *(The parliamentarian reads aloud the following sections of the unit bylaws: Article V, Sections 1, 2, 3a, 3b, 3d, 3g, 4, 5, 6, 7 and 11.)*
PRESIDENT: "Will the chairman of the nominating committee please present the committee report?"
CHAIRMAN: *(The chairman reads the prepared report that states the slate of nominees, the nominating committee members and the date of the report. The chairman's part in the elections is concluded.)*
PRESIDENT: "Thank you." *(The president then rereads the report of the nominating committee and asks each nominee to stand.)* "According to our bylaws, nominations from the floor are now in order. For president, _____ is nominated. Are there further nominations from the floor?" *(Give a few moments for response.)* "Seeing none, the nominations for president are closed."
"_____ has been nominated for executive vice president. Are there further nominations from the floor? *(Give time for response.)*
Seeing none, the nominations for executive vice president are closed."

The president then goes through each elected position as specified in the bylaws asking for nominations from the floor. Should a nomination be received for an office that has no candidate, that election can be held by voice vote. Should a nomination be received for an office with a candidate, a ballot election must then be held for that office or offices; a ballot election must also be held at the request of any member of the association. See section below for information regarding a ballot.

PRESIDENT: *(The president then reads the candidates and offices.)* "As there are single candidates for each office (if there are), we will conduct the elections by voice vote. Is there any objection to this procedure? *(If no one has called for a ballot vote, elections continue.)* All those in favor of electing _____ as president, _____ as executive vice president … *(reads all the names)*
say 'Aye.' Those against, say 'No.' The ayes have it and you have elected the following officers."
(The president then restates the names and offices of those elected. The "voice vote" election is concluded.)

If a ballot vote is necessary

1. When there are two or more nominees for an office or when a member requests it, the election is held by ballot. To verify eligibility to vote, the membership list must be checked before ballots are distributed. The secretary should have the official membership list. If a membership list is not available, all present must be allowed to vote. The secretary should have ballot slips available. If it is known prior to the election meeting that there will be two or more nominees for any office, ballots may be distributed at a registration table as members arrive for the meeting and present their membership cards.



2. The president appoints a tellers committee, including a chairman and at least two (2) tellers, whose duties are to distribute, collect and count the ballots. Ballots may also be collected in a ballot box.

3. The president requests all members eligible to vote to rise and be counted. This count will determine the number of ballots to be tallied.

4. A nominee for an office cannot be involved in the election procedure as a teller who collects ballots and counts votes.

5. When a ballot vote is cast, a candidate must be chosen, or the ballot will be disqualified.

6. Illegal ballots are counted to determine the number of votes cast, but are not applied as a vote for or against any nominee. Ballots are considered illegal if:

- They are unintelligible;
- They contain the name of a nominee who is not a member; or
- Two or more filled-out ballots are folded together. (These are recorded as one illegal vote.)

7. In a contested election, where there is more than one candidate on the slate, each nominee may designate a person as an observer at the time the ballots are counted.

8. If another vote is necessary, the voting members must be recounted to establish the number of ballots to be tallied. If a member eligible to vote was not present when the original ballot was cast but arrives in time for another vote, the member is entitled to vote.

9. The results of the voting are reported by the chairman of the tellers, in writing, to the president, as follows:

Number of members eligible to vote: _____
Number of votes cast: _____
Number needed to elect: _____
(Nominee) _____
Received _____
(Nominee) _____
Received _____

10. This procedure is repeated for each contested office. The president announces who has been elected to office. Unless requested, the president does not have to announce the number of votes cast for each nominee, but the complete Tellers' Report must be recorded in the minutes. Following the announcement of the vote, the chairman of the tellers moves that the ballots be destroyed.

11. It is permissible to use these two procedures in one election by using voice vote for uncontested offices and a ballot for those that have two or more nominees.

12. A challenge to the election procedure or outcome must be made during the election meeting.

13. For additional information, see *Robert's Rules of Order Newly Revised, Tenth Edition* – "Point of Order" section.

Election Script for Units

Fill in the hi-lited sections with info from your unit bylaws. Fill in the slate of officers and other blanks with the information from your unit.

President: We will now conduct our election.
The parliamentarian, _____, will read the sections of the bylaws pertaining to elections.

Parliamentarian: I will now read portions of the bylaws pertaining to elections.
<Note: read bylaws Article V, Sections 1, 2, 4a, 4e, 5-8, 11 (2019 version as below) OR Sections 1, 2, 3a, 3b, 3c, 3d, 3g, 4, 5, 6, 7, 11 in older versions>

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*, _____(*# of*) vice president(s), 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 [_____month]. 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.

President: Will the chairman of the nominating committee, _____, please present the committee report?

Chairman of Nominating Committee: <Reads the report, and notes if updated from publicized slate>
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 _____: _____
5th Vice President Director of _____: _____
6th Vice President Director of _____: _____
Recording Secretary: _____
Treasurer: _____
Financial Secretary: _____
Auditor: _____
Historian: _____

The nominating committee report was posted on _____ [*date*]
The nominating committee members are: _____

President: Thank you to the nominating committee for their report.
According to our bylaws, nominations from the floor are now in order.
I will restate the nominees. Please stand as your name is called.

_____ has been nominated for President. Are there any further nominations for President?
_____ *has been nominated for Executive Vice President. Are there any further nominations for Executive Vice President?*
_____ has been nominated for 1st Vice-President. Are there any further nominations for 1st VP?
_____ has been nominated for 2nd Vice-President. Are there any further nominations for 2nd VP?
_____ has been nominated for 3rd Vice-President. Are there any further nominations for 3rd VP?
_____ has been nominated for 4th Vice-President. Are there any further nominations for 4th VP?
_____ has been nominated for 5th Vice-President. Are there any further nominations for 5th VP?
_____ has been nominated for 6th Vice-President. Are there any further nominations for 6th VP?
_____ has been nominated for Recording Secretary. Are there any further nominations for Recording Secretary?
_____ has been nominated for Treasurer. Are there any further nominations for Treasurer?
_____ has been nominated for Financial Secretary. Are there any further nominations for Financial Secretary?
_____ has been nominated for Auditor. Are there any further nominations for Auditor?
_____ has been nominated for Historian. Are there any further nominations for Historian?

Are there further nominations for any of these offices?
Hearing none, I declare the nominations closed.

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 <read slate>

President: _____
Executive Vice President: _____
1st Vice President: _____
2nd Vice President: _____
3rd Vice President: _____
4th Vice President: _____
5th Vice President: _____
6th Vice President: _____
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!

Handling NOMINATIONS FROM THE FLOOR:

Anyone who wishes to make a nomination from the floor should raise their hand for attention.

<Note: Only paid members (at least 30 days) are eligible to make nominations (membership confirmed by list). May nominate self. A second is not required.>

President: <acknowledges the person and asks if they are a member of the Association>
Please state your name. Are you a member of this association?

If not a member, president states: Only members are eligible to make nominations.
Are there are any further nominations?
If none, president states: "Hearing none, I declare the nominations for _____ closed."

If a member, proceed as follows:
President: <ask for name of nominee> **Please state 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 (see Sections 5, 6, 8b). If conditions are not met, state that the candidate is ineligible and refer to the section of the bylaws that apply.

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 8.

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.

If conditions of candidacy are met, proceed:
President: Is _____ (name) present? If so, ask **"Do you accept the nomination?"**
<No second is required>
If nominee is not present, written consent must be provided.
If consent, state: **"_____ shall be added as a nominee for the office of_____ and a ballot vote shall be held."**

If no consent, president reminds that only persons who have consented to serve can be nominated (Bylaws, Article 5, section 6a).

Are there any further nominations?

Hearing none, I declare the nominations for _____ closed.

For offices with only ONE nominee, proceed with the election as on page 3, omitting the names of the offices with multiple nominees.

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

Handling BALLOT VOTES:

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 and ballot slips available. 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 and ballots distributed ahead of time at a registration table. Recommend that ballot slips be printed and/or use colored paper that cannot be easily duplicated.

Conducting a Ballot Vote: President

1) Appoints a tellers committee. 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.>
2) Request all members eligible to vote to stand and 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.>
3) Instruct voters to write name of the nominee they are voting for on the ballot card and fold it in half to turn it in.

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

Tellers collect ballots, ensuring that no one casts more than one ballot. A ballot box can also be used.

- 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 nominees name who is not a member
  - Two or more filled out ballots folded together (count as 1 illegal vote)
- 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 = ½ eligible voters +1]: _____
- Nominee _____ received [# votes]: _____
- Nominee _____ 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.