

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: The bylaws pertaining to elections are as follows.

<Note: read bylaws Article V, Sections 1, 2, 4a, 4e, 5-8, 11 (2020 version as below)

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 _____. 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 wave 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.
(If additional nominations are made, see script for Ballot Vote)

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. Have secretary verify the person from the membership list>*

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 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.

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- 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.

SCRIPT for CONDUCTING THE BALLOT VOTE:

If ballot vote with only one nominee is called for by a member: Member says: I move to vote by ballot.

President: It has been moved to vote by ballot for the office of _____. All those in favor say "aye." <pause>
Any opposed say "no" <pause>

<A majority vote is required to carry the motion. If carried, a ballot vote is required.>

Conducting the vote:

PRESIDENT: A ballot vote will be conducted for the office(s) of _____.

I appoint the following tellers to count the vote:

- Chair: _____
- Tellers (2) : _____

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

<Take names of observer – nominees may not be observers>

Will the tellers 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.

<President to give instructions on how to vote.>

Example: The vote will be conducted by Zoom poll. When the poll comes on the screen, you will have 3 minutes <or designated time> to complete and submit your ballot. Each member is entitled to one vote. Duplicate votes will be considered illegal and neither vote will count. Ballots will be automatically tallied and verified by the tellers in a breakout room.>

After the given time for voting, **President:** Have all had a chance to vote?

Can extend the time briefly if needed. If no objections say: **I now declare the polls closed.**

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

Teller committee chair gives 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]: _____
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: The counting of the vote is complete. The total number of eligible voters was _____.
The total number of votes cast was _____. The number needed to elect 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).

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

<This procedure is repeated for each contested office.>

General Instructions for Handling BALLOT VOTES *(script on previous page):*

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.