



# **ELECTIONS**

Annual Election Meeting

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# Prior to Elections:

- Nominating Committee elected by Association at least 2 months prior to annual election meeting (date in bylaws)
  - Parliamentarian called first meeting of the Nominating Committee, gave instructions, and Committee met to prepare a slate of officers for election
    - All nominees have been members of the Association for 30 days prior to nomination
  - Report of the Nominating Committee posted 28 days prior to the election
    - If there are any OPEN positions, the Nominating Committee continues to meet and attempt to fill all positions up to the election
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- Notify membership of election at least 30 days prior to election meeting (see bylaws for election meeting date)
- Post slate of officer at least 28 days in advance
- President presides over election (Agenda - New Business)
- Secretary is prepared for ballot vote (member list, ballot slips)
- Parliamentarian reads bylaws relating to elections
- Nominating Committee Chair reads report
- President restates slate/introduces nominees;
  - Calls for nominations from the floor;
  - Conducts the vote (see sample script)

# **ANNUAL ELECTION MEETING**

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- If there is one nominee per office after nominations are called for from the floor, a VOICE VOTE can be used
- If there is more than one nominee for any office, a BALLOT VOTE must be held
  - If there is a combination, a voice vote can be held for the offices that have only one nominee. Only those offices with more than one nominee require a ballot vote.
- A member may move to have a ballot vote with only one nominee. A vote is immediately held with no discussion. Majority vote is required to adopt the motion.

# THE VOTE

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Use the fillable pdf for the Election Script

Section 2:  
Line out the offices that your school doesn't have.

Page 2:  
When you fill in your nominees in the Report of the Nominating Committee on page 2, it will populate the names in the rest of the document.

Any positions that you do not have can be crossed out.

## 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 1<sup>st</sup> Vice-President. Are there any further nominations for 1<sup>st</sup> VP?  
\_\_\_\_\_ has been nominated for 2<sup>nd</sup> Vice-President. Are there any further nominations for 2<sup>nd</sup> VP?  
\_\_\_\_\_ has been nominated for 3<sup>rd</sup> Vice-President. Are there any further nominations for 3<sup>rd</sup> VP?  
\_\_\_\_\_ has been nominated for 4<sup>th</sup> Vice-President. Are there any further nominations for 4<sup>th</sup> VP?  
\_\_\_\_\_ has been nominated for 5<sup>th</sup> Vice-President. Are there any further nominations for 5<sup>th</sup> VP?  
\_\_\_\_\_ has been nominated for 6<sup>th</sup> Vice-President. Are there any further nominations for 6<sup>th</sup> 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!

Note: Enter the names of your nominees once, and pdf will fill in the rest.



- Must be paid member (at least 30 days) to nominate
- May nominate self
- Second is not required
- Nominees must meet eligibility as required by bylaws:
  - member at least 30 days
  - signify consent either in person or in writing
  - have not met 2 year term limit
  - If president or financial officers, not related

#### President:

- Acknowledges member
- Asks for name of eligible nominee
- Confirms consent of nominee
- Calls for ballot vote

# Nominations From the Floor

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## 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 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.*

General script and  
guidelines for when  
you have nominations  
from the floor



## President:

- Appoints a tellers committee (1 chair and 2 tellers)
- Count the house (ask eligible members to rise to be counted)
- Instruct voters to write name of nominee on ballot card and fold in half to turn in

## Eligibility:

- Only members may vote
- If no member list available, all adults present may vote
- Officers, including president may vote
- Nominees may not be tellers
- Each nominee may have one observer of the counting

*\*If you anticipate having need of a Ballot Vote due to contention, please contact TCPTA for support and assistance in conducting your ballot vote.*

# Holding A Ballot Vote

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## Tellers:

- Count the number of eligible voters (count of the house)
- Distribute ballots to eligible voters
- Collect ballots or use ballot box
- Count ballots
- Illegal ballots do not count in tally, but count as votes cast
- Illegal votes are:
  - unreadable or symbols
  - Nominee is not a member,
  - ballots folded together (not tallied but count as 1 vote cast)
- Blank ballots not counted
- Chair gives written report to president.

## Tellers Report includes:

- Total eligible voters: \_\_\_\_\_  
(*count of the house*)
- Total votes cast: \_\_\_\_\_ (*includes illegal ballots*)
- Number needed to elect: \_\_\_\_\_  
(*majority=1/2 eligible voters+1*)
- Nominee [name] votes received:  
\_\_\_\_\_
- Nominee [name] votes received:  
\_\_\_\_\_

Tellers Report must be included in the minutes

# Tellers Duties & Report

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## Script/Instructions for handling Ballot Vote

### President's instructions

### Tellers instructions & report

#### 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 nominee's 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 =  $\frac{1}{2}$  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.



- President announces who is elected. Number of votes for each nominee is not announced unless requested.
- After the announcement of the vote, chairman of tellers moves to destroy the ballots.
  
- Challenges must occur during the election meeting.
- If no nominee receives a majority vote, the ballot is repeated.
- Procedure is repeated for each contested office.

# Conclusion of Vote

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