

Nominations:

Article VIII: Officers, Section 5 tells you how many members are on the committee, when they are elected, who chairs the committee and when they give their report to the membership. The Nominating Committee is elected by the general membership at a membership meeting. The President cannot be on this committee or sit at its meetings, even as an ex officio member.

The Nominating Committee is responsible for selecting qualified, eligible PTA members for leadership positions. The eligibility requirements are listed in Article VIII: Officers, Section 2. If someone is eligible to run for a second term, they still need to be elected. If the Committee does not feel that those nominated are qualified, they may call other members who are qualified and ask for their permission to submit their name for deliberation. If no eligible, qualified member is found by the committee, the positions may remain open and no one slated.

Deliberations are always confidential. No member of the Nominating Committee may tell anyone not on the committee what was discussed within the committee. Members of the Committee on Nominations may be nominated by the Committee to fill a position. They are permitted to vote for themselves.

The Nominating Committee must announce the slate at least one month prior to the elections. This may be at a meeting or by notification sent to **all** members. The election of officers is held at the annual general membership meeting (Section 7). The report of the Nominating Committee should be listed on the Agenda under Reports of Special Committees. and according to the bylaws, the floor is open for nominations (Section 6) after the slate is read. The PTA members, at the general membership meeting at which the election takes place, may nominate eligible candidates from the floor. A candidate's consent must be secured before they may be nominated.

Elections:

Your bylaws will tell you when you hold your elections and who needs to be elected. Article VIII: Officers, Section 1 tells you what officers need to be elected. Section 7 states the elections take place at the annual meeting.

Article VI: Voting states who is eligible to vote at the election. Only current members who have paid dues for the current year may vote. Your Secretary must have the current up-to-date membership list and verify membership prior to the vote being cast.

Individuals may join and vote on the day of the election, prior to the meeting being called to order. PTAs are not permitted to allow proxy voting.

If the current President of the Local Unit is a nominee for a second term (if the Bylaws permit), the President is still the Chair and conducts the election.

If only one person is nominated for a position, a voice vote is permitted. The President may conduct one voice vote for all non-contested positions, if unanimous consent is given, or the Chair may hold a voice vote for each individual position.

If more than one person is nominated for a position, a ballot vote is required. Ballots must all be the same color and size. Ballots are counted before they are distributed because the number eligible to vote has already been determined by the Secretary and verified by the President. Ballots must be given to only those eligible to vote that are present at the time voting is taking place. The President is always permitted to vote when the vote is by ballot.

In a contested election, each candidate should be permitted to give a speech prior to the election. You may want to put the time limit for the speeches in your standing rules.

When the ballots are being counted by the tellers and the judge of elections, each candidate may designate a person to be present during the counting, just as an observer.

Ballot Votes and Counting of the Ballots:

The President appoints three (3) to five (5) members to serve as tellers. The President should also designate one of those tellers to serve as the head teller. Nominees cannot serve as tellers. The tellers have the ballot box in view at all times and are the individuals responsible for counting the ballots after everyone has cast their ballot.

The President explains to the members how to fill out the ballot. The names of the candidates should be written so all can see, either on a black board or a flip chart.

The name of the individual nominated by the Nominating Committee is listed first and then the nominees from the floor are listed in the order they were nominated.

No one shall touch the ballot other than the voter. The voting member folds their ballot one time and then places their ballot in the ballot box.

The ballot box should be placed on a table in the front of the room and always guarded by a teller.

The President must ask if all who wanted to cast a ballot that was eligible to do so has had enough time to vote and then announce that the polls are closed. The tellers take the ballot box to a quiet area to count.

During the counting of the ballots, one of the tellers should read each ballot out loud while two other tellers record the votes on their tally sheet. To be absolutely sure of the votes cast, this process should be repeated once. The candidate who is determined to have won the election is the candidate who received the majority of votes cast. A majority is more than half of the votes cast. (Example: 46 votes were cast. One half of 46 is 23 and the majority is 24. If the number of votes cast was 45, the majority is 23.) All tellers should sign the final tally sheet presented to the President.

The head teller, as designated by the President, brings the tally sheet to the President and the President announces the results.

Tellers' Instructions

In recording the votes cast, the tellers ignore blank ballots. If in unfolding the ballots, it is found that two or more filled-out ballots are folded together, they are recorded as illegal votes...that is, each set of ballots folded together is reported as one illegal vote and is not credited.

If a member leaves one or more of the choices blank on a ballot, the blank spaces in no way affect the validity of the spaces filled and each of these votes shall be given credit.

If a member votes for too many candidates, that ballot is illegal because it is not possible to determine for whom the member desired to vote.

Small technical errors, like the misspelling of a name, does not make a vote illegal if the meaning of the ballot is clear.

Unintelligible ballots or ballots cast for an unidentifiable candidate, or a fictional character are treated as illegal votes.

If the meaning of one or more ballots is doubtful, they can be treated as illegal, if it is impossible for them to affect the result.

All illegal votes of the types mentioned above—that is illegal votes cast by legal voters—are taken into account in determining the number of votes cast for the purpose of computing the majority.

The Secretary shall provide an envelope for all ballots and the tally sheets to be placed in after the election results have been announced by the President. After completion of an election or balloting on a motion, unless the voting body directs otherwise, the tellers place the ballots and tally sheets in the custody of the secretary, who keeps them sealed until the time within which a recount may be ordered expires, and then destroys them. A recount may be ordered by the voting body, by a majority vote, at the same session at which the voting result was announced, or at the next regular session if that session is held within a quarterly time interval. A recount may also be ordered at a special session properly called for that purpose, if held within a quarterly time interval of the session at which the voting result was announced and before the next regular session.

Tellers' Report:

Number of votes cast _____
Necessary for election (majority, which is more than 50%) _____

Note: List below the candidate receiving the highest number of votes to the candidate receiving the least.

John Miller received _____ votes

Mary Smith received _____ votes

Illegal votes cast _____

Notes: The number of votes cast may not match the number of those eligible to vote because some members may decide not to vote. If no candidate receives a majority vote, the balloting is held again until one candidate receives a majority vote, unless stated differently in your bylaws.

President Script to Announce the Ballot Results

"Is the Tellers' Report ready to be presented?"

The head teller reads the teller's report to the membership, but does not declare anyone elected. The President then says: "The Chair declares (name of person) _____ received a majority vote and has been elected as _____."

The report is entered into the Minutes and becomes official. The election becomes final immediately following the election. Officers take office on the date stated in Article VIII: Officers, Section 3.

A sample election script could look like this:

Mary Smith has been nominated for the office of president. Are there any other nominations from the floor for president?

Hearing none, the nominations for president are closed. All in favor of electing Mary Smith as president, please say "yes". Mary Smith has been elected as president of the John Doe Middle School PTA.

Nominations Voting and Elections

