

Nominations and Elections

Reasons to conduct elections per bylaws timeline

Bylaws indicate when elections are held; but, WHY is it important to elect new officers before the current school year ends and not when the new school year starts?

If the new school year begins without new officers:

Four months of transition and planning time is forever lost. The new board can begin meeting and planning right after an April election.

1. The program and budget committees have inadequate time to develop and plan prior to the first association meeting, which leaves little time to give notice for and present plans to the membership for its required approval.
2. The PTA executive board must play catch-up. It can take months to feel organized and prepared to effectively lead the association.
3. Banking, check signatures and bill paying can be impaired if previous officers have moved on and financial procedures have not been properly addressed at the end of one fiscal year and the beginning of another.
4. The transition of officers and chairmen after an extended break loses the momentum of sharing and passing on information and materials. If past officers or chairmen move to another campus or community, materials and procedure books often become lost.
5. Newly-elected officers miss the opportunity to participate in counterpart training often provided by the district and council PTA in the spring, as well as convention and other workshops.
6. Bylaws state the president-elect is entitled to represent the PTA at the annual California State PTA convention, if the budget allows. The annual convention is always held in late April or very early May.
7. Mailings of valuable resources and materials from National and California State PTA are missed or not received in a timely manner.
8. The opportunity to promote PTA, build a relationship with the school, and publicize the PTA's role on campus is delayed and momentum is lost.
9. Administrators and school staff may be confused as to whom the PTA leaders are and how valuable the PTA/PTSA is to the school community.
10. Opportunities for valuable community building, networking and volunteer recruitment, which normally begin when officers take office, are lost.
11. The membership campaign begins too late for the PTA to qualify for the Ready, Set ... Remit! Award and may prevent the PTA from remitting the first required dues payment on time.
12. Students lose the opportunity to participate in *Reflections*, PTA's fine arts program, because there is inadequate time to plan, kick off and meet entry deadlines.

The most important committee

The nominating committee is one of the most important PTA committees. This group of people must recognize and seek qualified nominees for the elected leadership of your PTA.

The committee members, therefore, have a tremendous influence on the future of your PTA and should be carefully selected.

It's not too early to begin looking for qualified people to serve on your PTA's nominating committee. Your members can certainly be recruiting willing candidates now. Sometimes all it takes is a suggestion for someone to consider serving. Then, when it's time for the election of the nominating committee, qualified people will be prepared to step forward.



The nominating committee is the only PTA committee that is not appointed by the president. This committee is elected by the membership at least two months prior to the election of officers.

Determining when to elect the committee and how many people to elect is outlined in your unit bylaws. Don't forget to elect alternates, in the event an elected committee member cannot attend a committee meeting. Most units should be electing the nominating committee no later than January or February for the election of officers in March or early April.

The committee needs a balance of newer and more experienced PTA members, all of whom should be knowledgeable about PTA and who are:

- Aware of qualified potential nominees;
- Familiar with the eligibility requirements and the qualifications necessary for the offices to be filled;
- Willing and able to devote adequate time to the responsibilities involved and maintain confidentiality.

Don't overlook student and teacher members.

The election of the nominating committee should not be a popularity contest based on willingness to serve nor should it consist of the PTA executive board. The PTA president never serves on the committee, and the parliamentarian serves only when elected to serve. The principal may be elected, but should at least be an advisor to the group. No person may serve on the committee for two consecutive years. Be sure to elect your nominating committee wisely!

You've been elected to the *Nominating Committee* –What's next?

The nominating committee's major role and responsibility is to nominate the best-qualified, available nominee(s) for each elected office. Appointed officers and chairmen are appointed by the president and ratified by the board-elect.

Once the committee is elected, the parliamentarian calls the first meeting and instructs the members regarding their task. The parliamentarian conducts the election of the committee chairman and then leaves the committee to fulfill its' duties, unless the parliamentarian has been elected to serve on the committee. The parliamentarian should be available by phone to answer questions from committee members.

Potential officers should review the PTA officer job descriptions, be willing to attend convention and other training, and be prepared to give the time necessary to do the job. The committee should select a slate of nominees that is balanced with new and experienced officers. The committee is not obligated to nominate the president or any other current officer to serve a second term or to nominate the first vice president for the office of president.

The committee chairman has the responsibility of conducting the committee meetings and contacting potential nominees for office. All discussions within the committee must remain confidential, even after the committee is discharged. If a member of the committee is being considered for office, the member should be excused from the meeting during discussion regarding that office, but may return for the vote, which shall be cast by ballot.

When contacting potential nominees, it is important that no commitment is made to the individual. The committee must know if the nominee is willing to be considered for an office, and then nominate the best candidates according to their ability and commitment to serve the PTA.

When the committee has filled the slate of officers, a written report is prepared by the chairman and signed by the committee members. The report is presented to the membership at least 30 days prior to the annual election meeting. The committee should continue to work to fill any open position until the date of the annual election meeting. The committee's work is concluded at the time of elections. Vacant positions become the responsibility of the president-elect and the board-elect.

For further information, please refer to the *California State PTA Toolkit*.

Small nominating committee?

If the bylaws for your association provide for a small nominating committee (Article V, Section 3c), keep the following in mind.

The quorum for any committee is a majority of its members. With a nominating committee of three elected members, a majority would be just two members. Two members would be charting the course of the PTA for the coming PTA term.

When the association next reviews and updates the bylaws, consider a committee of five or more members. This larger group could find a more representative board – with both experienced and new members – to serve the needs of the students, families and school community.



PTA Nominating Committee: A Search for the Best

The nominating committee members have the responsibility of bringing the names to the membership of those they consider to be the most qualified to lead the next year's PTA.

In considering which PTA members are the best qualified to serve in the officer positions, the criteria listed below should be considered and evaluated.

Each nominee:

- Must be a PTA member. (See Unit Bylaws for Local PTAs/PTSAs, ARTICLE V, Sections 1, 5 and 6.)
- Must be enthusiastic and supportive of PTA.
- Must believe in the basic policies and Purposes of the PTA.
- Must be fair and objective and concerned for the best interests of PTA.
- Should have experience in PTA, although other organizational work may also be considered.
- Should have knowledge of the organization and its role in the school and in the community.
- Should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings.
- Should be able to work well with people.

In contacting potential nominees, the nominating committee chairman (or other designated committee member) should:

- Give a clear indication of the responsibilities of the office and how much time may be involved.
- Include any expectation of officer representation at leadership training workshops, council and PTA district meetings and/or the California State PTA annual convention.
- Never try to talk a reluctant individual into accepting a nomination.
- 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 by the newly elected executive board.

NOMINATING COMMITTEE MEMBERS

*For easy reference, keep this list in the parliamentarian's procedure book
and update annually.*

PTA: _____

Year:

Nominating Committee Chairman:

Names of Committee Members:

Year:

Nominating Committee Chairman:

Names of Committee Members:

Year:

Nominating Committee Chairman:

Names of Committee Members:

Year:

Nominating Committee Chairman:

Names of Committee Members:

DOs and DON'Ts for NOMINATING COMMITTEES

- DO** study carefully the qualifications of members before presenting the name as a nominee.
- DON'T** submit a member's name as a nominee because she/he is a friend of yours.
- DO** check the membership list to be sure nominee is a member of the organization.
- DON'T** nominate a person with the thought that it is a good way to get him to join the PTA.
- DO** remember that committee DISCUSSION is left in the meeting room.
- DON'T** repeat what was said in the committee meeting.
- DO** see that the report of the nominating committee is publicized through the proper channels.
- DON'T** report the results of the nominating committee until it has been publicized through the proper channels.
- DO** accept an office yourself if you are sincerely interested in the purpose of the organization.
- DON'T** accept the office if you are only interested in having your name in the yearbook.

NOMINATING COMMITTEE CHECKLIST

- Elect nominating committee at association meeting
 - ✓ Must be at least 60 days prior to annual election meeting
 - ✓ Check number of members and alternates as listed in bylaws
 - ✓ Verify eligibility of committee member nominees
 - Verify PTA membership
 - Check service on previous nominating committee

- Schedule committee meeting
 - ✓ Parliamentarian arranges date
 - ✓ Principal included as advisor
 - ✓ Alternate(s) called if elected member unable to attend

- Committee meets
 - ✓ Parliamentarian gives instructions (stays only if an elected member)
 - ✓ Elect committee chairman
 - ✓ Review officer positions and duties (Bylaws and Standing Rules)
 - ✓ Prepare slate
 - Each nominee must be a PTA member (membership list)
 - Each nominee must be enthusiastic and supportive of PTA
 - Each nominee should have knowledge of the organization and its role in the school and in the community
 - Each nominee should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings
 - Each nominee should be able to work well with people
 - ✓ Call potential nominees
 - Include clear indication of responsibilities of the position
 - Include any expected representation at council or district meetings
 - Do not try to persuade a reluctant individual
 - Do not try to >fill the board= just to have names in place
 - ✓ Schedule follow-up meeting if needed
 - Remind everyone that all discussions are confidential
 - Committee members sign slate
 - ✓ Membership notified of nominees at least 28 days prior to election meeting

Responsibilities of Officers and Chairmen

All board members and chairmen are expected to:

- Accept office or position only when willing to uphold the policies and procedures of the State and National PTA;
- Accept office only when willing to prepare oneself to fulfill the responsibilities of the office;
- Study and follow unit bylaws and standing rules;
- Attend and participate in meetings;
- Review and maintain the procedure book and files for the position;
- Abide by the will of the majority;
- Respect the privacy of the business of the executive board;
- Protect the privacy of all members by not allowing distribution of membership lists to outside interests;
- Meet deadlines and fulfill assignments promptly;
- Give accurate and detailed account of all monies entrusted to them;
- Delegate instead of doing it all yourself;
- Develop and strengthen leadership;
- Attend conferences, workshops and conventions;
- Ensure a good transition by passing on all resources and records; and
- Resign if unable to perform the required duties of the office.

In accordance with Roberts Rules of Order Newly Revised, the California State PTA does not recognize co-officers. "Co-officer" implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office, and only one individual may vote. Bylaws may be amended to include additional officers to share the workload.

The bylaws provide the month for the annual election and the date when the term begins. All officers and chairmen are obligated to study and follow PTA bylaws and standing rules. They are also responsible for reviewing, as well as maintaining while they are in office, the procedure book (See California State PTA *Toolkit, Procedure Book, 2.3.5*) specific to their office.

REPORT OF THE NOMINATING COMMITTEE

Name of PTA: _____

Date: _____

The nominating committee met on _____ to consider all eligible candidates for the _____ term of office. 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 (for units with June 2012 bylaws; 30 days for everyone else) 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

- Verify date for meeting in bylaws
 - ✓ Post prepared slate of officers at least 28 days before meeting
 - ✓ Notify membership of election date at least 28 days before meeting
 - ✓ Secretary brings current membership list to meeting

- President presides at meeting
 - ✓ Parliamentarian reads sections of bylaws pertaining to nominations and elections
 - ✓ Chairman of nominating committee reads the report of the committee
 - ✓ President restates the slate of nominees and asks each person named to stand

- President conducts election
 - ✓ Opportunity is given for nominations from floor for each office
 - ✓ Nominations do not require a second, only the nominee's consent
 - ✓ If there is but one nominee for any office, the ballot vote for that office may be dispensed with and the election held by voice vote.

- Ballot vote
 - ✓ Required if there are two or more nominees for an office
 - ✓ Eligibility to vote is verified by checking the membership list
 - ✓ President appoints a tellers committee
 - Tellers distribute, collect and count the ballots
 - A nominee cannot be included as a teller
 - ✓ All eligible voters are counted to determine total number of ballots
 - ✓ Each nominee may designate a person to observe the ballot count

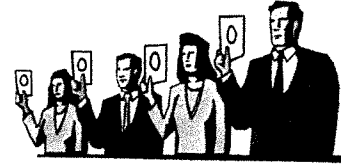
- Tellers count votes and prepare report
 - ✓ Total eligible voters
 - ✓ Total votes cast
 - ✓ Number needed to elect
 - ✓ Number received by each nominee
 - ✓ Report is given to president

- President announces result of vote and names those elected
 - ✓ Teller's report is placed in minutes

- Chairman of tellers moves to destroy the ballots

SCRIPT FOR CONDUCTING ELECTIONS

It can be nerve-wracking 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 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 restates, 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. Where there is one nomination for an office, that election can be held by voice vote. Should there be more than one nomination for an office, 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 off 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 calls 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 BECOMES 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 that all members eligible to vote rise and be counted. This count will determine the number of ballots to be tallied.
4. A nominee for an office cannot be a teller who collects ballots and counts votes.
5. Blank ballots are not counted.
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 ballots are folded together. (These are recorded as one illegal vote.)
7. In a contested election, where there is more than one candidate for an office, 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, Eleventh Edition* – Point of Order section.