

# ELECTION PROCEDURES



The election process begins when the nominating committee submits its report to the general membership.

## Announcing the Election

The president requests the secretary read the section of the local unit bylaws pertaining to election of officers.

*The next business before the general membership is the election of officers. The Secretary will read that section of the bylaws pertaining to the election of officers.*

The secretary reads the section of the local unit bylaws.

The president asks for the report of the nominating committee.

*We will now hear the report of the nominating committee.*

## The Chairman Presents the Report

The chairman of the nominating committee rises and presents the report: (only one person shall be slated for each office.)

*Mr./Madam President, the nominating committee submits the following nominations for officers of the PTA for the year.*

*For President: Mr. A*

*For Vice President: Mr. B*

*For Secretary: Mrs. C*

*For Treasurer: Ms. D*

*Signed:*

*Mrs. E, Chairman*

*Mr. F*

*Ms. G*

The chairman gives the written report of the nominating committee, dated and signed by the chairman and all members who agree with it, to the president.

The president rereads the following report:

*The nominating committee submits the following nominations for officers of the PTA for the year.*

*For President: Mr. A*

*For Vice President: Mr. B*

*For Secretary: Mrs. C*

*For Treasurer: Ms. D*

*Signed:*

*Mrs. E, Chairman*

*Mr. F*

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## Nominations from the Floor

Additional nominations may be made from the floor provided the consent of the nominee has been obtained. The person making the nomination should be prepared to share the nominee's credentials.

*The president proceeds:*

***For President — is nominated by the nominating committee. Are there further nominations for president?***

(Always allow plenty of time for nominations from the floor. If a member nominates another person, the chair repeats the name of the nominee.)

***The following name has been nominated. Are there any further nominations?***

Repeat for each office.

## Closing Nominations

There are two methods for closing nominations.

If there are no nominations from the floor or following further nominations, the chair may declare nominations closed.

***Are there any further nominations for President? (Pause) If not, (pause) without objection, nominations are closed.***

**OR**

A member may rise and move to close nominations.

***Mr./Madam President, I move the nominations for the office of President be closed.***

Another member is required to second the motion.

***Second, I second or I second the motion.***

The president proceeds as follows:

***It has been moved and seconded that nominations for the office of president be closed. As many as are in favor, please rise. Be seated. As many as are opposed, please rise. Be seated. The motion to close the nominations for the office of president is adopted/lost.***

It takes a 2/3 vote to close. This procedure is followed for each office to be filled.

## The Election

The association's bylaws state the voting procedure. When they require a ballot vote, this requirement cannot be suspended even by a unanimous vote. Some bylaws provide that where there is one nominee for an office, the election may be by voice. The process requires two motions.

The first motion:

***I move the election be by voice vote.***

(This requires "a second" and a vote on this motion which passes with a simple majority)

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The second motion:

**\_\_\_\_\_ has been nominated for President. As many as are in favor of for President, say "Aye." Those opposed, "no." The ayes have it and is elected President.**

The procedure is repeated for each office in which only one nomination was made.

## The Contested Election

In the event there are nominations from the floor, the vote for that position must be by ballot. The other positions can be elected by voice using the above procedure.

***I move the election be by voice vote for the office(s) of \_\_\_\_\_.***

For the contested positions, the president appoints three (3) tellers who:

- Verify members are entitled to vote.
- Give each voting member a ballot.
- Each member indicates their choice of candidate on the ballot.
- Collect ballots or makes sure they are deposited in a sealed ballot box.
- Retire to count the ballots when the polls are closed.
- Report the results of the ballot election without declaring that the individuals are elected and hands the written report to the president.

A majority vote is necessary to elect unless the association's bylaws provide otherwise. When the ballots have been counted and no one candidate for a particular office receives a majority of the votes, additional balloting must be held, with all nominees for that position on the ballot, until one candidate received a majority.

Following a ballot vote, the chairman of the tellers reads the tellers' report and hands it to the president without declaring the results.

The president then rereads the tellers' report and declares who is elected.

After all offices have been filled, the president declares the officers elected as follows:

***The officers you have elected for the \_\_\_\_\_ PTA for the year are:***

***For President: \_\_\_\_\_ For Vice President: \_\_\_\_\_***

***For Secretary: \_\_\_\_\_ For Treasurer: \_\_\_\_\_***

Newly elected officers assume their official duties at the time prescribed in the bylaws.

## Conducting Election Meeting Online

- Verify that you have a quorum present.
- Allow nominations from the floor for each position.
- For uncontested positions, you can conduct a voice vote.
- For contested positions, you need to conduct a ballot vote in some manner (see Voting Electronically).

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## **Voting Electronically**

The manner of voting needs to be anonymous. Your virtual meeting platform may provide a way to do this (it may be described as a “poll”). You may need to find an online voting platform to do this.

## **Postponement of Election Meeting**

In the event of some great emergency such as school closure, epidemic or other disaster and alternative method of elections can not be arranged, the current officers continue to serve in their positions until their successors are elected and assume their duties (see Article VI – Officers and Their Election, Section 2c of your PTA bylaws). As soon as a physical or virtual meeting is possible, the Executive Board should call for a special general membership meeting to elect new officers (see Article VIII – General Membership Meetings, Section 3 of your PTA bylaws for timing between the call and meeting).

## **Installation of Officers**

An installation is a formality to set forth the privileges, duties and opportunities for service that are transmitted to the new officers. This formality also allows the membership to become acquainted with the new officers. Failure to hold an installation does not affect the time at which the new officers assume office.