

# ELECTION TIMELINE SUMMARY

The following outlines steps for a proper election based on standard parliamentary procedure. Refer to the Bylaws for further guidance in Article VI: Officers and Their Election.

1. Pick the election date which needs to be during a General Membership meeting at the end of the year.
2. **At least 30 days before elections**, at a General Membership meeting, form the Nominating Committee. Make a public call for candidates and any self-nominating people. The Nominating Committee interviews all candidates.
3. **At least 20 days before elections:**
  - a) Publicize the General Membership meeting and election date.
  - b) Publish the Slate of Officers chosen by the Nominating Committee.
  - c) Publicly solicit any other self-nominations or nominations "from the floor" which must be received no later than 15 days before elections.
4. **Four days before elections**, publish the final slate of officers with any additional nominations from the floor. Publish a reminder for when elections will be held.
5. **Election Day:** Hold elections.
6. **Within 5 days after elections:**
  - a) Publish the results.
  - b) Email the results with names and contact information to LAPTA at office@LouisianaPTA.org.

Here is a **sample** timeline if elections were held on May 1.

- 1) December General Membership Meeting: Form the Nominating Committee.
- 2) March 15 – April 10: Nominating Committee interviews candidates. Public call for any nominees.
- 3) April 11: Publish General Membership meeting and election date, Nominating Committee's Slate of Officers, and ask for any self-nominations or nominations from the floor.
- 4) April 15: Last day for self-nominations or nominations from the floor.
- 5) April 26: Publish the final slate of officers with any self-nominations or nominations from the floor. Publish a reminder for when elections will be held.
- 6) May 1: Hold elections.
- 7) May 1-5: Publish results from elections. Email results & contact information to office@LouisianaPTA.org.

Enter your dates here:

- 1) \_\_\_\_\_ Date at least 30 days before elections, hold General Membership meeting to create Nominating Committee. Interviews begin.
- 2) \_\_\_\_\_ Date 20 days before elections to publicize meeting, election, slate of officers, & solicit nominations from the floor.
- 3) \_\_\_\_\_ Date 15 days before elections when nominations from the floor closes.
- 4) \_\_\_\_\_ Date 4 days before elections to publish final slate of all nominees and meeting reminder.
- 5) \_\_\_\_\_ Date of elections.
- 6) \_\_\_\_\_ Date within 5 days after elections to publish results. Email results and contact info to LAPTA.