

# PTA Leader Toolkit

2023 – 24

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## Section 9: Elections & Nominating Committee

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LouisianaPTA.org

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**PTA** is a <sup>**VERB!**</sup> ~~noun~~.

Louisiana Parent Teacher Association

# NOMINATING COMMITTEE

The Nominating Committee is a special committee that is responsible for presenting the best qualified nominees for office. A successful election is important for a smooth transition from year to year. All members are invited and encouraged to get involved in this important process and not just those on the current Board of Directors. Any member who has paid the current year's dues to the unit is eligible to be on the Nominating Committee. All members should have an opportunity to nominate or be nominated for the committee. If not elected to the committee, others may serve in an advisory capacity. Committee members should be fair, ethical, impartial, tactful, discrete, and must keep all deliberations confidential even after elections are held. The current PTA President and the principal **may not** serve on the committee.

**The committee is elected** by the General Membership, as described in Article X, Section 5 of the LAPTA Local Unit Bylaws Template, May 2022 revision, which also states the uneven number of people to be elected. The Secretary reads those portions of the Bylaws pertaining to the nomination and election of officers to the entire membership before the election of the committee. Form the committee at a General Membership meeting before the meeting that will have elections. This would be the first or second General Membership meeting of the year.

**The Nominating Committee meets** immediately to select the Committee Chair. Schedule the date, time, and location for meetings. The committee should have the Bylaws, Standing Rules, board list, membership roster, and job descriptions. Committee meetings are open to committee members only. If a member of the committee is running for an office, they may not be a part of the discussion of the office for which they are running. The committee shall review all sections of the Bylaws relating to the duties of the Nominating Committee including the month of the election meeting. This is done 30-45 days before elections. They solicit suggestions for nominees from the membership, current Board members, and staff. Consider the candidate's qualifications and choose the best person for each position. Individuals currently serving in a position are not automatically allowed to keep that position.

The committee may contact prospective candidates during the committee meeting to explain the duties. Prospective candidates for officer positions should be somewhat knowledgeable about PTA, willing to attend training, enthusiastic for the PTA vision, mission, and purposes, and willing to commit the time necessary for the position. Treat all candidates in a fair and consistent manner. If the committee cannot secure a nominee for a position, it remains open and the President calls for nominations for that position from the floor at the election meeting. **\*\*\*This is an update by LAPTA: candidates do not have to be a current member of the PTA when they are nominated but are still required to be a paid member of the PTA during their term in office.**

Make committee decisions by ballot and majority vote. Select one nominee for each officer position and be prepared to state qualifications of nominees. Prepare a written report signed by all committee members who agree with the report. A sample report is at the end of this section. Reconvene the committee if a slated candidate withdraws.

**The committee shall present the report** to the Board of Directors for information only. The Committee Chair may present the report to the current PTA President as a courtesy, prior to presentation to the Board. Publish the Nominating Committee Report **at least 20 days** before the election meeting to the General Membership.

On elections day, the Nominating Committee's report is usually read by the Committee Chair during the meeting. The Nominating Committee is dissolved once the report is read. The report is passed to the President, who opens the floor for nominations from the floor and conducts the elections. Only a member who has not signed the report can nominate from the floor.

# ELECTIONS

Before the election's General Membership meeting, review Article VI, Section 4, and Article XI, Section 4, of the Bylaws (May 2022 rev.), which describes when and how the unit elects. Publicize the slate of officers at least 20 days before the election meeting. Always have the current membership roster on hand because only current members may vote. After the Nominating Committee presents its report to the General Membership, the presiding officer conducts the election even if they are a nominee. The presiding officer presents each nominee individually and calls for additional nominations from the floor. Nominations do not require a second, only the nominee's consent.

**Non-Contested Election:** If there are no additional nominees, it is a non-contested election, and the vote may be by voice. However, if a member requests a vote by ballot for any office, the request must be recognized and voted upon by the membership without debate.

**Contested Elections:** If there are additional nominees, they should be introduced and given two minutes to speak. This is considered a contested election and the vote must be by ballot with only current members voting. Have paper on hand to distribute. It is permissible to use both voice and ballot voting for one election where offices with only one candidate use a voice vote and offices with more than one candidate use ballot vote.

**Voters and Ballots:** It is necessary to verify who is a PTA member prior to conducting a contested election by using the membership roster. The presiding officer appoints a Teller Committee. No nominee should serve as a Teller. The presiding officer counts the members eligible to vote in the election. The tellers distribute, collect, and count ballots and provide a signed report to the presiding officer. A nominee may designate a person to observe the ballot count. For each contested office, the Teller Committee Report should include the number of members eligible to vote, the number of votes cast, number of illegal ballots, number needed to elect, list of candidates, and number of votes each candidate received. See the Teller Report Form at the end of this section.

Illegal ballots include two ballots folded together, a ballot including the names of too many candidates, or an unintelligible ballot. If the meaning of an unintelligible ballot is doubtful but the ballot would not affect the results of the election, the ballot shall be ignored. If the ballot affects the outcome, it is shown to the chair who should ask the membership for a ruling. The chair of the Teller Committee reads the report for each contested office and gives the report to the presiding officer. The presiding officer rereads the report and announces the results for each office. The secretary enters the Teller Committee Report including counts and totals in the minutes.

If no candidate receives a majority of the votes cast for the office, then it is necessary to re-ballot. The voting members must first be recounted. 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. Following the announcement of the vote, the chair of the tellers moves that the ballots be destroyed.

**Assuming Office:** Those elected assume office as specified in the Bylaws. An officer serves until a successor is elected. If a vacancy occurs after the election, the vacancy is filled after the newly elected officers assume office, according to the method of filling vacancies prescribed in the Bylaws under Article VI, Section 7 (May 2022 rev.).

# 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.

# **SCRIPT FOR NON-CONTESTED ELECTION**

**President:** “The next order of business is the election of officers. The Secretary will read Article VI: Section 5 of the Bylaws pertaining to elections.”

**Secretary:** Stands and reads the Bylaws section.

**President:** “The Nominating Committee Chair will read the report of the Nominating Committee.”

**Nominating Committee Chair:** “Mr./Madam President, the Nominating Committee recommends the following slate of officers: for President, [name]; for Vice-President(s), [name(s)]; for Treasurer, [name]; and for Secretary, [name].” (*The chair hands the written report to the President which is at the end of this section.*)

**President:**

“For President, [name] has been nominated by the Nominating Committee. There were no further nominations for President from the floor. Nominations are closed.”

For Vice-President, [name] has been nominated by the Nominating Committee. There were no further nominations for Vice-President from the floor. Nominations are closed.”

For Treasurer, [name] has been nominated by the Nominating Committee. There were no further nominations for Treasurer from the floor. Nominations are closed.”

For Secretary, [name] has been nominated by the Nominating Committee. There were no further nominations for Secretary from the floor. Nominations are closed.”

“The Bylaws state a voice vote is acceptable when there is but one nominee for an office. All those in favor of the slate of officers as presented, say aye. (*pause*) All those opposed, say nay. (*pause*) The ayes have it and the slate as presented is elected. Congratulations.”

# **SCRIPT FOR CONTESTED ELECTION**

**President:** “The next order of business is the election of officers. The Secretary will read Sections 5 of Article VI of the Bylaws pertaining to elections.”

**Secretary:** Stands and reads the Bylaws section.

**President:** “The Nominating Committee Chair will read the report of the Nominating Committee.”

**Nominating Committee Chair:** “Mr./Madam President, the Nominating Committee recommends the following slate of officers: for President, [name]; for Vice-President(s), [name(s)]; for Treasurer, [name]; and for Secretary, [name].” (*The chair hands the written report to the President.*)

**President:** “For President, [name] has been nominated by the Nominating Committee and [name] was nominated from the floor. Nominations are closed.

*The president continues this procedure for each office. If a position is uncontested, you can make a motion to accept those positions before moving forward with a vote on the contested positions.*

**President:** “As President, I appoint [four people] as tellers for the Teller Committee. Will [specific Teller’s name] serve as chair?” (*pause*) *Teller Committee Report Form is at the end of this section.*

“The voting members will rise and count off. A teller will hand you a ballot as you count off. Please take your seat immediately after saying your number and receiving your ballot. Beginning with the member in the front row to my far left, please say ‘one’ and then be seated.”

“There are [number] voting members present. The candidates for President are [name 1] and [name 2]. Using the ballot provided, write your choice for election, and then individually fold your ballot once. Do not combine or fold any votes together.” (*Allow two or three minutes for voting.*)

**President:** “Have all voted who wish to vote? Will the tellers please collect the ballots?”

*Tellers leave to count ballots. The President proceeds with other business until the tellers are ready to report.*

**President:** “The tellers are ready to report.”

**Teller Committee Chair:** “The Teller Committee reports that the number of members eligible to vote is \_\_\_\_\_. The number of votes cast is \_\_\_\_\_. The number of illegal votes cast is \_\_\_\_\_. The number of votes needed for election is \_\_\_\_\_. (Candidate Name 1) received (#)\_\_\_\_ votes. (Candidate Name 2) received (#)\_\_\_\_ votes.

**President:** “[Name], having received a majority of the votes cast, is elected President. Congratulations.”  
*Continue to the next officer position.*

# NOMINATING COMMITTEE REPORT

The Nominating Committee of the \_\_\_\_\_ PTA/PTSA submits the following slate of officers for the year \_\_\_\_\_:

For President: \_\_\_\_\_

For Co-President: \_\_\_\_\_

For Vice-President: \_\_\_\_\_

For Second Vice-President: \_\_\_\_\_

For Treasurer: \_\_\_\_\_

For Secretary: \_\_\_\_\_

For [Other]: \_\_\_\_\_

For [Other]: \_\_\_\_\_

*In the event the committee cannot secure a nominee for a position, it remains "open."*

Members of the Nominating Committee:

_____ Name	_____ Signature	_____ Date
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_____ Name	_____ Signature	_____ Date
---------------	--------------------	---------------

_____ Name	_____ Signature	_____ Date
---------------	--------------------	---------------

_____ Name	_____ Signature	_____ Date
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*Nominating Committee members sign the report if they **agree** with the nominations. Members not in agreement with the recommended slate of officers do not sign the report and are eligible to make nominations from the floor.*

*Retain this official report as part of the Secretary's minutes.*



# TELLER COMMITTEE REPORT

Name of PTA: \_\_\_\_\_

For the Office of \_\_\_\_\_

\_\_\_\_\_ Number of members eligible to vote  
\_\_\_\_\_ Number of votes cast  
\_\_\_\_\_ Number of illegal votes cast  
\_\_\_\_\_ Number of votes needed for election

Candidate Name: \_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate Name: \_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate Name: \_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate Name: \_\_\_\_\_ received \_\_\_\_\_ votes.

*Teller Chair shall make a motion to destroy all ballots after reading the Teller Committee Report.*

Members of the Teller Committee:

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date

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*Retain this official report as part of the Secretary's minutes.*