

2025-26 PTA Leader TOOLKIT

LOUISIANA PTA

Section 8: Elections & Nominating Committee LouisianaPTA.org/elections



Louisiana
PTA[®]
everychild.onevoice.®

Index

Nominating Committee.....	113	Script for Contested Election	115
Elections	113	Nominating Committee Report	117
Election Timeline Summary.....	114	Teller Committee Report	118
Script for Non-Contested Elections.....	115		

Nominating Committee

The Nominating Committee is a Special Committee that is responsible for presenting the best qualified nominees for office. A successful election leads to a smooth transition from year to year. Encourages everyone to get involved beyond current Board Members. Any member who has paid the current year’s dues is eligible to be on the Nominating 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. The current President and the principal **may not** serve on the committee.

At a General Membership Meeting, appoint the Nominating Committee. This needs to occur at least a month before the General Membership Meeting when elections are held. The committee is appointed as described in Article IX, Section 3 of the LAPTA Local Unit Bylaws Template, May 2024 revision, which states:

The Nominating Committee of three or five members shall be appointed by a majority vote at a General Membership Meeting with 20 days’ notice and at least one month before elections. The committee or the President shall appoint its chair. The committee nominates eligible individuals to serve for each available office and completes the Nominating Committee Report. Further nominations may be made “from the floor.” Such nominees must submit written notice of their intent to run to the President and Secretary at least 15 days before elections. The final and complete list of nominees is published four days before elections. The committee presents its slate of nominees at a General Membership Meeting scheduled in the month(s) designated in Article VI, Section 2.

Once formed, the committee reviews the Bylaws, Standing Rules, membership roster, and job descriptions. Committee meetings are open to committee members only. 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. 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 may contact prospective candidates to explain the duties. Candidates should be knowledgeable about PTA, willing to attend training, enthusiastic about 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 at the election meeting. Candidates do not have to be a current member of the PTA when they are nominated but are required to be a paid member of the PTA during their term in office. The committee selects one nominee for each officer position and completes the Nominating Committee Report. A sample report is at the end of this section.

The Nominating Committee Chair reads their report at the General Membership Meeting before elections occur. The committee dissolves once the report is read. The President received the report and then continues conducting elections.

Elections

Prepare for elections by reviewing Article VI and Article IX of the Bylaws which describe when and how the PTA elects. Publicize the slate of officers at least 20 days before the election meeting. Have the membership roster available as 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 includes further nominations from the floor. Nominations from the floor need to be received in writing 15 days before the election. If a position remains open without a recommendation from the Nominating Committee, then nominations can be received on the spot without the 15-day notice requirement.

Nominations from the Floor: Any self-nominating person not included on the Nominating Committee's Report must notify the President and Secretary in writing about their intent to run and for which position at least 15 days before elections. The final slate of officers, including nominations from the floor, is published four days before elections. New nominations from the floor are not accepted during the elections' meeting unless the Nominating Committee did not have a recommendation for that position.

Non-Contested Election: If there is only one nominee for a position, it is a non-contested election which uses a verbal vote. If a member requests a ballot vote for any office, the request must be recognized and voted upon by the membership without debate. If the motion for ballot voting fails, then use a verbal vote.

Contested Elections: If there is more than one nominee for a position, it is a contested election. Introduce each person who may speak for two or three minutes. The vote must be by ballot with only current members voting. It is permissible to use both voice and ballot voting for one election. Offices with only one candidate use a voice vote and offices with more than one candidate use a ballot vote.

Voting with Paper Ballots: The presiding chair appoints a Teller Committee. No nominee may serve on this committee. Verify who has PTA membership and may vote. The presiding chair counts the total number of voting members. 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. A ballot may be ignored if it is unintelligible and does not affect the results. Unintelligible ballots that affect the outcome are shown to the chair who asks the membership for a ruling. The Teller Committee Chair reads the report for each contested office and gives the report to the presiding chair. The presiding chair rereads the report and announces the results for each office. The secretary enters the Teller Committee Report into the minutes.

An affirmative majority vote constitutes an election. Re-ballot if no candidate receives a majority of the votes. Start by recounting the voting members. If a member eligible to vote was not present when the original ballot was cast but arrives in time for another vote, the member may vote. Following the announcement of the vote, the Teller Committee Chair moves to destroy the ballots. Those elected assume office as specified in the Bylaws on July 1. An officer serves until a successor is elected. If a vacancy occurs after the election, the vacancy is filled as prescribed in the Bylaws under Article VI.

Elections Timeline Summary

1. Pick the election date at a General Membership Meeting during the month specified in the Bylaws.
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 (nominations from the floor). The Nominating Committee interviews all candidates.
3. **At least 20 days before elections:**
 - a) Publicize the date of the General Membership Meeting when elections will occur.
 - b) Publish the Nominating Committee Report.
 - c) Publicly solicit any other self-nominations or nominations from the floor and that submittal deadline which is 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 the election meeting.
5. **Election Day:** Hold elections. Have all supplies on hand needed for a contested election.
6. **Within 5 days after elections:**
 - a) Publish the results.
 - b) Have all officers register with LAPTA at LouisianaPTA.org/register.

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, which says, “**Section 5. Uncontested and Contested Election.** For an uncontested election where there is only a single nominee for an elected position, a verbal vote is acceptable. For a contested election where nominees are proposed both from the floor and from the slate presented by the Nominating Committee, a ballot vote must be used. Proof of membership is required for participation in either election. A majority vote constitutes an election.”

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 which says, “**Section 5. Uncontested and Contested Election.** For an uncontested election where there is only a single nominee for an elected position, a verbal vote is acceptable. For a contested election where nominees are proposed both from the floor and from the slate presented by the Nominating Committee, a ballot vote must be used. Proof of membership is required for participation in either election. A majority vote constitutes an election.”

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.

Allow a few minutes for each nominee to speak for themselves.

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.*

“Current members in good standing are allowed to vote. We have the membership roster here to confirm who is a member. 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
---------------	--------------------	---------------

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

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

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

*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/PTSA: _____

For the Office of _____

_____ Number of present members eligible to vote

_____ Number of votes cast

_____ Number of illegal votes cast

_____ Minimum number of votes needed for election (majority of the number eligible to vote)

Candidate Name: _____ received _____ votes.

Candidate Name: _____ received _____ votes.

Candidate Name: _____ received _____ votes.

Candidate Name: _____ received _____ votes.

Teller Chair makes 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

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