

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, if not elected
 - Alternate(s) called if elected member unable to attend first meeting

- 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 in writing at least 30 days prior to election meeting

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____

Signatures of Nominating Committee:

_____	_____
_____	_____
_____	_____
_____	_____

The report of the nominating committee is submitted to the membership in writing at least 30 days 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.

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 report that states the slate of nominees, the nominating committee members and the date of the report. The chairman’s part in the elections is concluded.)

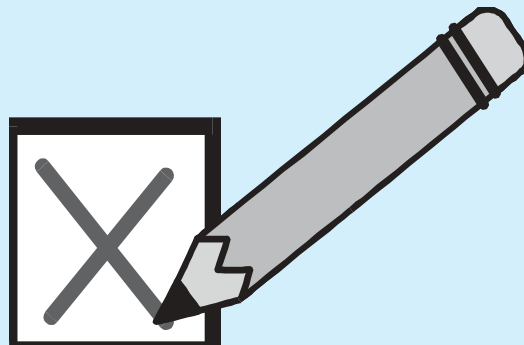
PRESIDENT: “Thank you.” (The president then rereads the report of the nominating committee and asks each nominee to stand.)

“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. Should a nomination be received for an office that has no candidate, that election can be held by voice vote. Should a nomination be received for an office with a candidate, 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 has called 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 all members eligible to vote to rise and be counted. This count will determine the number of ballots to be tallied.
4. A nominee for an office cannot be involved in the election procedure as 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 filled out ballots are folded together. (These are recorded as one illegal vote.)
7. In a contested election, where there is more than one candidate on the slate, 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:

<i>Number of members eligible to vote</i>	_____
<i>Number of votes cast</i>	_____
<i>Number needed to elect</i>	_____
<i>(Nominee)</i> _____ <i>Received</i>	_____
<i>(Nominee)</i> _____ <i>Received</i>	_____
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, Tenth Edition* – Point of Order section.