

Nominating Committee & Election

Sample Election Script

Important: This is sample wording intended to help local PTAs conduct officer elections. Always follow your unit's current bylaws. Adjust officer titles and procedures as needed.

1. Opening the Election

PRESIDENT: "The next item of business is the election of officers. In accordance with the [Unit Name] Bylaws, we will proceed with the election of officers."

The secretary may read the applicable section of the unit's bylaws regarding officers and elections.

PRESIDENT: "We will now hear the report of the nominating committee."

2. Nominating Committee Report

CHAIR OF THE NOMINATING COMMITTEE:

"The nominating committee respectfully submits the following nominees:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____"

Modify the offices listed above to match the elected positions established in your PTA or council bylaws. The chair presents the signed written report to the president after reading it.

PRESIDENT: "Thank you to the nominating committee for its work. The committee has presented the following candidates for office for the coming term."

The president repeats the slate of nominees before proceeding to nominations from the floor.

3. Nominations From the Floor

Nominations from the floor should be invited for each elected office, even when the nominating committee has presented only one candidate for that office.

PRESIDENT: "[Name] has been placed in nomination for the office of president. Are there any further nominations for president?"

Allow sufficient time for additional nominations. A person nominated from the floor should have given permission to be nominated and must meet the eligibility requirements contained in the unit's bylaws.

PRESIDENT: "Hearing no further nominations for president, and if there is no objection (pause), the chair declares nominations for president closed."

Repeat this process for each elected office.

4. Conducting the Vote

Introduce the candidates and clearly identify the candidates for each office before voting begins. The method of election must follow the unit's current bylaws. A majority vote is required to elect unless the bylaws provide otherwise.

When there is only one nominee: Follow the unit bylaws regarding whether the election may be conducted by voice vote or another authorized method.

When there is more than one nominee: Conduct the election using the ballot procedure required by the unit bylaws.

5. Tellers' Committee

When ballots must be counted, the president appoints a tellers' committee. Tellers should be impartial and should not have a direct personal interest in the outcome. The names of the tellers should be recorded in the meeting minutes.

After the election, ballots and tally sheets should be handled and retained in accordance with the unit's bylaws, adopted procedures, and applicable parliamentary authority so that results can be verified if challenged.

6. Sample Tellers' Report

TELLERS' CHAIR:

"For the office of president:

Total votes cast: _____

Necessary for election: _____

Candidate _____ received _____ votes.

Candidate _____ received _____ votes.

Candidate _____ received _____ votes."

The tellers report the vote totals to the president. The president, not the tellers, announces the election result.

If no candidate receives the majority required by the bylaws, conduct additional balloting as required by the unit's bylaws and parliamentary procedure.

7. Announcing the Results

PRESIDENT: "The officers elected to serve [Unit Name] PTA for [Year/Term] are:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Congratulations, and thank you to everyone who participated in the election."

8. Recording the Election in the Minutes

The secretary should record the nominating committee report, nominations from the floor, the method of voting, the tellers' report when applicable, and the names of the individuals elected. The minutes become the official record of the election.

Sample Minutes - No Additional Nominations

[Name], chair of the nominating committee, presented the committee's report and announced that the nominees met the eligibility requirements contained in the [Unit Name] Bylaws. The committee nominated [Name] for president, [Name] for vice president, [Name] for secretary, and [Name] for treasurer. The signed report was presented to the president, and the committee was thanked for its service.

The president repeated the proposed slate and requested additional nominations from the floor for each office. No additional nominations were received. The president declared nominations closed for each office. The election was then conducted in accordance with the [Unit Name] Bylaws. [List the names of the elected officers and, when appropriate, the vote totals or tellers' report.]

Sample Minutes - Additional Nomination(s)

[Name], chair of the nominating committee, presented the committee's report and announced the slate of nominees. The signed report was presented to the president, and the committee was thanked for its work. The president repeated the slate and requested nominations from the floor for each office.

[Name] was nominated from the floor for the office of [Office]. The nominee accepted the nomination, and eligibility under the [Unit Name] Bylaws was confirmed. With no further nominations, the president declared nominations closed. Offices with only one nominee were elected using the method permitted by the bylaws. A ballot election was conducted for the contested office. The tellers reported the vote totals, and the president announced the candidate elected.

WEST VIRGINIA PTA - ELECTION RESOURCE

Use this resource together with your local unit's current bylaws. Officer titles, election methods, terms of office, eligibility requirements, and reporting requirements may vary.