

# **NOMINATING COMMITTEE AND ELECTIONS**

**2018 – 2019**

**Section 7**

# NOMINATING COMMITTEE

## Committee's Purpose

A PTA can be no more effective than its leadership. Therefore, the members of the nominating committee have a tremendous influence on the future of the PTA and should be selected carefully. The committee is charged with seeking the most qualified nominees for the elected leadership of the PTA.

## Who is Eligible to Serve on the Committee?

- Any member who has paid current year's dues to the unit is eligible. All members should have an opportunity to nominate or be nominated for the committee.
- The principal may serve on the committee if elected as any other member. If not elected to the committee, he or she may serve in an advisory capacity.
- The current PTA president **may not** serve on the committee.

## What Skills Should Members Possess?

- Fair, ethical and impartial judgment when evaluating people or situations
- Tact, discretion and integrity
- The ability to listen
- The ability of keep all deliberations confidential

## Election of Committee

- The committee is elected by the membership, as describe in Article VI, Section 7 of your bylaws. The number of people to be elected to the committee is also stated in the bylaws. It is always an uneven number.
- The secretary should read those portions of the bylaws pertaining to the nomination and election of officers to the entire membership before the election of the committee.
- Elect the committee at least one month prior to the election meeting.

## Nominating Committee Meetings

- Meet as soon as possible so a second or third meeting can be held if needed.
- The committee elects its own chair.
- The committee should have the bylaws, standing rules, board list, a membership roster and job descriptions.
- Matters discussed by the committee are strictly confidential. No information should leave the committee meeting, even after the officers have been elected.
- If you are a member of the committee and running for an office, you may not be in on the discussion of the office for which you are running.
- Committee meetings are open to committee members only. Discussions must be open and honest.

## **Consideration of Nominees**

- The committee may accept recommendations from any number of sources but should be careful not to make any promises.
- Fully outline the duties of the office including responsibilities and time commitment when contacting potential nominees. Commitment may include attendance at leadership trainings, workshops and conventions.
- Every effort should be made to provide a slate of officers that is balanced in terms of new as well as experienced officers, represents the school attendance area and reflects the diversity of the school population.
- The committee is not obligated to nominate the president or any other current officer eligible to serve another term. It is obligated to seek out those who would best serve in a particular office.
- Each nominee must be evaluated independently and by the same criteria. If interviews are conducted, ask the same questions of all candidates for a position.
- Members of the committee are not excluded from becoming nominees. The member should be excused from the meeting during the discussion regarding that office but may return for the vote which shall be held by ballot.
- The consent of the nominee should be obtained before his or her name is presented to the voting body.

## **Report**

- A majority of the committee must agree with the proposed slate of officers.
- If a committee member does not agree with the report, he does not have to sign it. A member who does not sign the report may nominate a candidate from the floor.
- The chair of the committee reads the report (slate of officers) at a general membership meeting.
- The signed report is then given to the president. A sample of a nominating committee report is included at the end of this section.

## **Dissolution of committee**

- The committee's work is officially discharged after the election is held.
- If a nominee withdraws before the balloting begins, the committee must reconvene.

## **Common mistakes and misconceptions**

- Nominating members for offices without first determining what skills and qualifications they have for the position.
- Submitting a member's name because of friendship.
- Not actively recruiting new members for leadership positions.
- Nominating committee chairs.

# ELECTIONS

## Prior to the Election Meeting

- Review Article VI of the bylaws, Sections 2 and 3 describe when and how your unit elects.
- Publicize the slate of officers.
- Train at least 4 individuals who are not nominees to be tellers should there be a contested election.

## Conducting the Election

- After the nominating committee report is presented to the membership, the presiding officer restates the slate of nominees.
- The presiding officer conducts the election even if he or she is 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.
- 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.
- If there are additional nominees, they should be introduced and ALL candidates for contested office should then be given 2 minutes to speak. This is considered a contested election and the vote must be by ballot.
- It is permissible to use both voice and ballot voting for one election -- voice vote for offices with only one candidate; ballot vote for offices with more than one candidate.

## Contested Election

- It is necessary to verify who is a member prior to conducting a contested election. Use the membership roster and/or check membership cards.
- 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 plus provide a signed report to the presiding officer.
- A nominee may designate a person as an observer at the time the ballots are counted.
- For each contested office, the teller report should include the number of members eligible to vote, the number of votes cast, the number of illegal ballots, the number needed to elect, the list of candidates and the number of votes each candidate received.
- 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 should

be ignored. If the ballot would affect 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 chair.
- The chair rereads the report and announces the results for each office.
- The secretary enters the teller's report including counts and totals in the minutes.
- If no candidate receives a majority of the votes cast for the office there is no election and it will be necessary to rebalot. If this is necessary, the voting members must 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 has been completed, the vacancy is filled after the newly elected officers assume office, according to the method of filling vacancies prescribed.

# **SCRIPT FOR NON-CONTESTED ELECTION**

## **PRESIDENT:**

“The next order of business is the election of officers. The secretary will read Sections 2 and 3 of Article VI of the bylaws pertaining to elections.”

## **SECRETARY:**

Stands and reads the bylaws sections.

## **PRESIDENT:**

“The chair of the nominating committee will read the report of the nominating committee.”

## **CHAIR OF THE NOMINATING COMMITTEE:**

“Mr./Madam President, the nominating committee recommends the following slate of officers:

- For president -- John Doe
- For vice president – Sue Smith
- For secretary – Bob Jones
- For treasurer – Pat Brown.”

(The chair hands the written report to the president.)

## **PRESIDENT:**

“For president, John Doe has been nominated by the nominating committee. Are there further nominations for president? Hearing none, nominations are closed.”

“For vice president, Sue Smith has been nominated by the nominating committee. Are there further nominations for vice president? Hearing none, nominations are closed.”

“For secretary, Bob Jones has been nominated by the nominating committee. Are there further nominations for secretary? Hearing none, nominations are closed.”

“For treasurer, Pat Brown has been nominated by the nominating committee. Are there further nominations for treasurer? Hearing none, 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. All those opposed, say nay. 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 2 and 3 of Article VI of the bylaws pertaining to elections.”

**SECRETARY:**

Stands and reads the bylaws sections.

**PRESIDENT:**

“The chair of the nominating committee will read the report of the nominating committee.”

**CHAIR OF THE NOMINATING COMMITTEE:**

“Mr./Madam President, the nominating committee recommends the following slate of officers:

- For president -- John Doe
- For vice president – Sue Smith
- For secretary – Bob Jones
- For treasurer – Pat Brown.”

(The chair hands the written report to the president.)

**PRESIDENT:**

“For president, John Doe has been nominated by the nominating committee. Are there further nominations for president?”

**MEMBER:**

“Mr./Madam President, I nominate Patty Banks for president.”

**PRESIDENT:**

“Patty Banks has been nominated for president. Are there further nominations for president? Hearing none, nominations are closed.”

(The president continues this procedure for each office.)

**PRESIDENT:**

“The chair appoints A, B, C and D as tellers. Will B please serve as chair?”

“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 (#) voting members present. The candidates for president are John Doe and Patty Banks. Using the ballot provided, write your choice for election and then fold your ballot once.”

(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.”

**CHAIR OF TELLERS:**

“The tellers committee reports:

- Number of members eligible to vote (#)
- Number of votes cast (#)
- Number of illegal votes cast (#)
- The number of votes needed for election (#)
- (NAME OF CANDIDATE) received (#) votes.
- (NAME OF CANDIDATE) received (#) votes.

**PRESIDENT:**

“(NAME OF WINNER), having received a majority of the votes cast, is elected president. Congratulations.”



**(NAME OF YOUR PTA)  
NOMINATING COMMITTEE REPORT**

The nominating committee of the (NAME OF THE PTA) submits the following slate of officers for 2019 - 2020:

For president or co-president: \_\_\_\_\_

For co-president: \_\_\_\_\_

For vice president: \_\_\_\_\_

For vice president: \_\_\_\_\_

For secretary: \_\_\_\_\_

For treasurer: \_\_\_\_\_

Members of the nominating committee:

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

**TELLER COMMITTEE REPORT  
FOR OFFICE OF \_\_\_\_\_**

Number of members eligible to vote \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Number of illegal votes cast \_\_\_\_\_

Number of votes needed for election \_\_\_\_\_

(NAME OF NOMINEE) received \_\_\_\_\_ votes.

(NAME OF NOMINEE) received \_\_\_\_\_ votes.

Members of the teller committee:

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

(A teller's report should be submitted for each contested office.)