

LAPTA ToolKit

2022 - 2023



Elections & Nominating Committee

2022 – 2023

Section 9

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NOMINATING COMMITTEE

A PTA is as effective as its leadership. The Nominating Committee is a special committee that holds the key to a successful PTA. The committee is responsible for presenting the best qualified nominees for office. A successful election is important to a smooth transition for a PTA from year to year. All members are invited and encouraged to get involved in this important process. Nominating Committees are elected by the membership, never "formed" or appointed.

Any member who has paid current year's dues to the unit is eligible to be on the Nominating Committee. The current PTA President **may not** serve on the committee. All members should have an opportunity to nominate or be nominated for the committee. The principal shall not serve on the Nominating Committee. If not elected to the committee, others may serve in an advisory capacity. Members of the committee should be fair, ethical, and impartial when evaluating people, have tact, discretion, and integrity, and keep all deliberations confidential.

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 number of people to be elected. 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.

The Nominating Committee shall meet immediately after the committee members are elected to elect the Committee Chair. Schedule the date, time, and location for the committee meeting(s). The committee should have the Bylaws, Standing Rules, board list, a membership roster, and job descriptions. Matters discussed by the committee are strictly confidential. Committee meetings are open to committee members only. Discussions must be open and honest. No information should leave the committee meeting, even after the officers have been elected. 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.

When selecting nominees, the committee shall review all sections of the Bylaws and Standing Rules relating to officer duties. They shall solicit suggestions for nominees from the membership, current Board members, and staff. Consideration candidate qualifications and choosing the best person for each position are vital. Individuals currently serving in a position are not automatically allowed to repeat in 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. Allow time for a candidate to consider the position before asking for their decision. 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.

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 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 seven days before the election meeting. Present the report at the election meeting which is usually read by the Committee Chair. The Nominating Committee is dissolved once the report is read. The report is passed to the President, who opens the floor for nominations and conducts the elections. Only a member who has not signed the report can nominate from the floor.

ELECTIONS

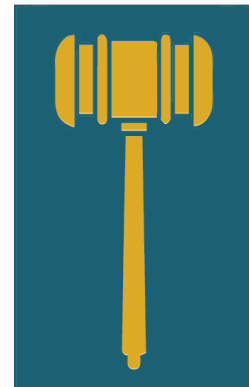
Before the election's General Membership meeting, review Article VI, Section 4, and Article XI, Section 4, of the Bylaws (May 2022 rev.), which describe when and how the unit elects. Publicize the slate of officers at least twenty days before the election meeting. After the Nominating Committee presents 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 all candidates for contested office are given two minutes to speak. This is considered a contested election and the vote must be by ballot. 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.



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.



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, there is no election, and it will be necessary to re-ballot. 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, 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.).

SCRIPT FOR NON-CONTESTED ELECTION

President: “The next order of business is the election of officers. The Secretary will read Sections 4 and 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, [name]; 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. Are there further nominations for President from the floor? *(pause)* Hearing none, nominations are closed.

For Vice-President, [name] has been nominated by the Nominating Committee. Are there further nominations for Vice-President from the floor? *(pause)* Hearing none, nominations are closed.”

For Treasurer, [name] has been nominated by the Nominating Committee. Are there further nominations for Treasurer from the floor? *(pause)* Hearing none, nominations are closed.”

For Secretary, [name] has been nominated by the Nominating Committee. Are there further nominations for Secretary from the floor? *(pause)* 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. *(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 4 and 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, [name]; 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. Are there further nominations for President from the floor? *(pause)*”

Member: “Mr./Madam President, I nominate [new name] for President.”

President: “[New name] has been nominated for President. Are there further nominations for President? *(pause)* Hearing none, nominations are closed.”

The president continues this procedure for each office.

President: “As President, I appoint [four people] as tellers for the Teller Committee. Will [specific Teller’s name] serve as chair?” *(pause)*

“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.” *(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:

Number of members eligible to vote is _____.

Number of votes cast is _____.

Number of illegal votes cast is _____.

The number of votes needed for election is _____.

(Candidate Name) _____ received (#) _____ votes.

(Candidate Name) _____ received (#) _____ votes.

President: “[Name of winner], 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]: _____

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 may not 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 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.

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

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

CONFIDENTIALITY, ETHICS, AND CONFLICT OF INTEREST POLICY

Members of the Board of Directors of the PTA/PTSA serve in a **fiduciary capacity** and owe a **duty of care**, a **duty of obedience**, and a **duty of loyalty** to the PTA. Board members shall conduct themselves with **integrity** and **honesty** and act in the **best interests** of the PTA. Disclosure by a board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of everyone.

In consideration of the PTA's affiliation with the Louisiana Congress of Parents and Teachers (LAPTA), for the protection of its integrity and its 501(c)(3) status, and for our protection, we, the undersigned officers, individually, during our terms of office, shall:

1. Abide by and represent our PTA Bylaws, LAPTA policies, positions, procedures, and National PTA purposes and mission statement.
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare all personal and extended family conflicts of interest when PTA issues, decisions, and funds are involved.
3. Not misuse the PTA's federal tax-exempt status for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities.
4. Refrain from making any slanderous or defamatory statements that could result in harm to the PTA name or brand.
5. Publicly present a united front on decisions made as a Board.
6. Maintain confidentiality as a member of the Board.
7. Follow the LAPTA and school district guidelines for fundraising.
8. Abide by the following conflict of interest policy.
 - a. Board members and their families shall not use their relation to this PTA for financial, professional, business, employment, personal, or political gain.
 - b. A conflict of interest exists when a Board member would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the board member and their extended family has financial, professional, business, employment, personal or political interests outside the PTA that could predispose or bias the board member to a particular view, goal, or decision.
 - c. Board members shall declare to the officers of this PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their or their extended families' financial, professional, business, employment, personal or political interests.
 - d. When a conflict of interest is declared, the Board members shall not use their personal influence of position to affect the outcome of a vote and shall leave the room during deliberations and the vote.
 - e. The **minutes of the meeting shall reflect if any conflict of interest was declared.**
 - f. Board members shall not:
 - i. Use PTA's name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.
 - ii. Directly or indirectly use their current PTA position, the PTA name or organization for or against any specific candidate for elected public office, which is contrary to federal tax laws and the guidelines and policies of the PTA.

