

## Election -----

The organization's bylaws state the voting procedure. When they require a ballot vote, this requirement cannot be suspended even by a unanimous vote. Remember only PTA members may vote. Some units use membership cards as voting credentials.

Some bylaws provide that where there is but one nominee for each office, the election may be by voice.

\_\_\_\_\_ has been nominated for President. As many as are in favor of \_\_\_\_\_ for president, say "Aye." Those opposed, "No." The ayes have it and \_\_\_\_\_ is elected President.

In the event there are nominations from the floor, the president appoints four (4) tellers who:

- \* verify members entitled to vote
- \* give each voting member a ballot
- \* collect ballots or make sure they are deposited in a sealed ballot box
- \* retire to count the ballots when the polls are closed
- \* report the results of the ballot election without saying who is elected and hands the written report to the president

A majority vote is necessary to elect unless the organization's bylaws provide otherwise. When ballots have been counted and no one candidate for a particular office receives a majority of the votes, additional balloting must be held, with all nominees for that position on the ballot, until one candidate receives a majority,

Following a ballot vote, the chairman of tellers reads the teller's report, and hands it to the president without declaring the results.

The president rereads the teller's report and declares who is elected.

After all offices have been filled, the president declares the officers elected as follows:

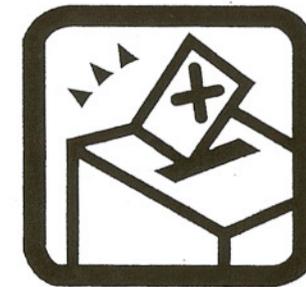
The officers you have elected for the \_\_\_\_\_ PTA for the year \_\_\_\_\_ are  
For President \_\_\_\_\_  
For Vice-President \_\_\_\_\_  
For Secretary \_\_\_\_\_  
For Treasurer \_\_\_\_\_

Newly elected officers assume their official duties at the time prescribed in the bylaws.

## Installation of Officers -----

An installation is a formality to set forth the privileges, duties, and opportunities for service that are transmitted to the new officers. This formality also allows the membership to become acquainted with the new officers. Failure to hold an installation does not affect the time at which the new officers assume office.

# ELECTION



# PROCEDURES

## The Election Procedure

The election process begins when the nominating committee submits its report to the general membership.

### Announcing Election Procedure -----

The president requests the secretary to read the section of the local unit bylaws pertaining to election of officers.

*The next business before the general membership is the election of officers. The secretary will read that section of the bylaws pertaining to the election of officers.*

The secretary reads the section of the local unit bylaws. The president asks for the reports of the nominating committee.

*We will now hear the report of the nominating committee.*

### The Chairman Presents The Report -----

The chairman of the nominating committee rises and presents the report: (only one person shall be slated for each office).

*Madam/Mr. President, the nominating committee submits the following nominations for the officers of the \_\_\_\_\_ PTA for the \_\_\_\_\_ year.*

For President: Mr./Mrs. A  
For Vice-President: Mr./Mrs. B  
For Secretary: Mr./Mrs. C  
For Treasurer: Mr./Mrs. D

Signed:  
Mr./Mrs. E, Chairman  
Mr./Mrs. F  
Mr./Mrs. G

The chairman gives the written report of the nominating committee, dated and signed by the chairman and all members who agree with it, to the president.

The president reads the report:

*The nominating committee submits the following nominations for officers of the \_\_\_\_\_ PTA for the \_\_\_\_\_ year.*

For President: Mr./Mrs. A  
For Vice-President: Mr./Mrs. B  
For Secretary: Mr./Mrs. C  
For Treasurer: Mr./Mrs. D

Signed:  
Mr./Mrs. E, Chairman  
Mr./Mrs. F  
Mr./Mrs. G

### Nominations From The Floor -----

Additional nominations may be made from the floor provided the consent of the nominee has been obtained.

The president proceeds:

*For President, \_\_\_\_\_ is nominated by the nominating committee. Are there any further nominations for president?*

(Always allow plenty of time for nominations from the floor. If a member nominates another person, the chair repeats the name of the nominee.)

*The following name, \_\_\_\_\_, has been nominated. Are there any further nominations?*

### Closing Nominations -----

There are two methods of closing nominations: If there are no nominations from the floor or following further nominations, the chair may declare nominations closed.

*Are there any further nominations for President? (Pause) If not (pause) without objection, nominations are closed.*

OR

A member may rise and move to close nominations.

*Mr./Mrs. President, I move the nominations for the office of President be closed.*

Another member is required to second the motion.

*Second, I second it, or  
I second the motion.*

The president proceeds as follows:

*Is has been moved and seconded that nominations for the office of president be closed. As many as are in favor please rise. As many as are opposed, please rise. The motion to close nominations for the office of president is adopted/lost.  
(It takes a 2/3 vote to close.)*

This procedure is followed for each office to be filled.