

Officers, Nominations & Elections

Michigan PTA Leader Guide

Officers

Specific officers are defined in your unit bylaws and must all be PTA members. Service in any office is limited to two (2) terms unless your bylaws specify otherwise.

President

Key ongoing responsibilities:

- Familiarize yourself with the Local Unit Officers' Handbook and National PTA President's Quick Reference Guide
- Verify the unit meets good standing criteria and ensure dues are remitted to the state office
- Prepare agendas, chair meetings, and call executive board meetings
- Plan officer orientation and year-round leadership development
- Communicate regularly with members, council leadership, and the region director
- Represent the unit at council, region, and state meetings or designate an alternate

At the end of your term:

- Pass all materials, procedure books, and records to the incoming president promptly
- Make introductions to the principal and key community contacts
- Ensure all bills are paid, reports are filed, and finances are scheduled for audit
- Step back — be available for advice only when asked

Treasurer

Key responsibilities:

- Familiarize yourself with the Local Unit Officers' Handbook and National PTA Money Matters Guide
- Ensure financial records are reviewed before assuming duties
- Maintain three authorized bank signatures (president, treasurer, one alternate — no two from the same household)
- Obtain two signatures on every check
- Deposit all funds in the unit's bank account; collect and receipt all incoming money
- Submit a written financial statement at every board and membership meeting
- Chair the Budget Committee and prepare the annual budget

- Send the annual budget, audit, and Form 990 to the state office

Secretary

Key responsibilities:

- Record and present minutes at every meeting
- Maintain bylaws, standing rules, agendas, prior minutes, committee lists, and membership roster
- Assist the president in preparing meeting agendas
- Notify officers and committee members of elections and appointments
- Send officer names and addresses to Michigan PTA promptly after elections
- Conduct association correspondence and send meeting notices

Committee Chairs

All committee chairs should:

- Study the unit bylaws and applicable National PTA Quick Reference Guides
- Meet with the outgoing chair for a smooth transition and maintain a procedure book
- Bring all proposed activities to the board for approval before proceeding
- Report committee progress and financial activity at board meetings

Common chair positions: Health & Wellness, Legislative/Advocacy, Reflections/Youth Arts, Membership, Fundraising, and Michigan Men in PTA.

Filling a Vacancy

Any vacancy is filled by majority vote of the remaining executive board, with proper notice given. If the presidency is vacant, the first vice president calls the election.

The Nominating Committee

Selecting officers is one of the most important functions of a PTA. The nominating committee should be established in September or October to allow adequate time for candidate consideration.

Selecting Committee Members

Members should be chosen for merit and ability — not popularity. Ideal qualifications:

- Extensive PTA background and knowledge of unit goals
- Tact, integrity, discretion, and sound judgment
- Ability to evaluate candidates objectively without partiality
- Willingness to devote significant time to the process

Committee Responsibilities

- Notify all committee members before any meeting is held
- Request candidate recommendations from the board and membership
- Evaluate all nominees equally, regardless of how many times recommended
- Seek out qualified candidates beyond those recommended
- Obtain written consent from all nominees before presenting the final slate

Election of Officers

Consult your bylaws for specific procedures. Units must notify members at least 30 days before the election.

- After the nominating committee presents its slate, floor nominations are permitted (no second required; nominee consent required)
- Voting is limited to members present — absentee voting is prohibited
- Elections are by ballot; a voice vote is permitted when only one nominee exists for an office
- A majority of votes cast is required to elect — a plurality does not elect unless bylaws allow it
- If no majority is reached, additional ballots are taken until someone achieves a majority
- In the event of a tie, voting continues until a majority is achieved