

Sample election script

Note: *This is sample wording; individual situations may vary. This example assumes that electronic voting has not been authorized.*

PRESIDENT: "The next business before the PTA 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 section of the {Unit Name} Bylaws pertaining to the election of officers: Article 8, Section 2, Officers and their election.

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

CHAIR of the NOMINATING COMMITTEE:

"The nominating committee places in nomination the following:

For president: _____

For vice president: _____

For secretary: _____

For treasurer: _____"

(This section should be altered to fit each PTA's or council's elected officers.)

The chair then hands the written report to the president and retires to their seat. The report from the nominating committee should be signed by all committee members.

PRESIDENT: "The nominating committee has named the following persons as candidates for offices of the PTA/council for the coming year."

The president then repeats the nominating committee report.

"For president: _____

For vice president: _____

For secretary: _____

For treasurer: _____"

Whether there are multiple names, no name, or one name put forward by the nominating committee, the president must accept nominations from the floor for each position. The following script is repeated for each elected position.

“ _____ (name) _____ has been placed in nomination for the office of president. Are there further nominations from the floor?” (always allow plenty of time.)

Note: *Individuals do not have to be present to be nominated from the floor. However, they must give their permission to be nominated.*

If, after waiting a reasonable time, no other nomination is forthcoming, the president may close nominations by a general consent motion, in the following manner:

PRESIDENT: “Hearing no further nominations for president, if there are no objections (pause), the chair will declare the nominations for president closed.”

This procedure is followed for each office in the same sequence in which the nominations were made.

Candidates should be introduced, and names listed on a flip chart or other visual aid. The vote is then taken. *{Unit Name} Unit Bylaws* provide that local PTA and council officers shall be elected by ballot vote prior to the end of the fiscal year for a term of one year and until their successors are elected. A majority vote is necessary to elect. **If only one candidate is nominated for an office, the election may be by voice vote.**

Note: *To be elected, a candidate must receive a majority of all eligible voters who are present. If no one candidate receives a majority of all eligible voters present, even if they receive the most votes cast for a particular position among all candidates, then a run-off election should be conducted, limited to the two candidates who received the most votes in the initial election.*

Tellers' Committee

The president appoints a tellers' committee to count ballot votes. When possible, the tellers should not have direct personal involvement in the result of the vote and should refrain from voting. The tellers' committee should be named in the minutes.

After completion of an election, unless the voting body directs otherwise, the tellers place the ballots and tally sheets in the custody of the secretary, who keeps them under seal until it is apparent the results will not be challenged, so that if the election is questioned, the vote may be verified by a recount.

Tellers' Report

For president:

Ms. B received 26

Mr. A received 12

Ms. C received 2

This process is followed for each office with more than one candidate.

Every name for which a vote has been cast must be reported, with the one receiving the largest vote for each office stated first. The tellers never announce who is elected. Their report is given to the president who makes the announcement.

PRESIDENT: "The officers you have elected for the _____ PTA for {insert year} are:

President: _____,

Vice president: _____,

Secretary: _____,

Treasurer: _____"

Recording elections in minutes

The secretary should record the tellers report, in full, in the minutes so that it becomes part of the official record of the PTA.

Note: After officers are elected, the PTA must follow the instructions from Michigan PTA to report the newly elected and returning officer information via MemberHub.

Example of election minutes showing no additional nominations

Jane Doh, chair of nominating committee, read aloud the report of the committee and announced that all candidates meet the requirements of the WSPTA Uniform Bylaws:

President – Abby Anyone

Vice president – Kip Khartoum

Secretary – Sara Self

Treasurer – Don Demonstrate

The signed report was handed to President Susie Sample and the committee was thanked for its work. President Sample re-read the proposed slate of officers. President Sample asked for nominations from the floor for president, vice president, secretary, and treasurer, in turn. There were no additional nominations and the president declared the nominations closed. Nominees were elected by voice vote in accordance with {Unit Name} Bylaws Article 8 Section 2C.

Example of election minutes showing additional nominations

Jane Doh, chair of nominating committee, read aloud the report of the committee and announced that all candidates meet the requirements of the WSPTA Uniform Bylaws:

President – Abby Anyone

Vice president – Kip Khartoum

Secretary – Sara Self

Treasurer – Don Demonstrate

The signed report was handed to President Susie Sample and the committee was thanked for its work. President Sample re-read the proposed slate of officers. President Sample asked for nominations from the floor for president, vice president, secretary, and treasurer, in turn. Sven Somebody was nominated for the position of treasurer. He accepted the nomination. President Sample verified that Sven Somebody met the requirements of the {Unit Name} Bylaws. With no further nominees, the president declared the nominations closed. The nominees for president, vice president, and secretary were elected by voice vote in accordance with {Unit Name} Bylaws Article 8 Section 2C. Doris Doright, Emily Engaged, and Tom Terrific served as the teller's committee and a ballot election was held for treasurer. The results of the election were Don Demonstrate: 32 votes; Sven Somebody: 12 votes. Don Demonstrate was elected treasurer.

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