

**23<sup>rd</sup> District**  
**PTA**<sup>®</sup>  
**23<sup>rd</sup> District PTA**  
**Nominating Committee and Elections**  
*everychild.one voice.*<sup>®</sup>

**Resources**

23rd District PTA: [www.23rdDistrict.org](http://www.23rdDistrict.org)

California State PTA online: [www.CAPTA.org](http://www.CAPTA.org)

The Toolkit online: [www.Toolkit.CAPTA.org](http://www.Toolkit.CAPTA.org)

National PTA e-learning: <https://member.pta.org/Shop/E-Learning-Library>

AIM Insurance Services: <https://capta.org/pta-leaders/services/insurance/>

Need Help? Reach out to us!

[Help@23rdDistrict.org](mailto:Help@23rdDistrict.org)

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## NOMINATING COMMITTEE

### PURPOSE OF THE NOMINATING COMMITTEE

The purpose of the **Nominating Committee** is to recognize and seek qualified nominees for the elected leadership of the PTA or PTSA unit. The members of the committee, therefore, have a tremendous influence on the future of the PTA or PTSA, and should be selected carefully.

Serving on the nominating committee is an honor and a privilege. This committee is the PTA's most influential internal body, and because it deals with sensitive issues, deliberations of this committee are kept **confidential**.

Nominating committee should have a broad acquaintance with the membership, and a strong understanding of the organization's functions and its purposes. The committee should include both experienced leadership as well as newer members.

### ELECTING THE NOMINATING COMMITTEE

The *Bylaws for Local PTA/PTSA Units* (also known as your unit's bylaws) state that the nominating committee is elected by the membership at an association meeting at least two months prior to the annual election meeting [this will generally be the **January** meeting listed in your unit bylaws.]. The bylaws also specify how many members and alternates are elected, and who is eligible to serve on the committee. This information may be found primarily in **Article V – OFFICERS AND THEIR ELECTION, Section 3 or 4**.

**It is important to note that no member shall serve on the nominating committee for two consecutive years. This includes those members elected to serve as alternates, whether or not those individuals actually serve on the committee.**

Consider including at least one student to serve as a member of the nominating committee, if there are student members in the PTA/PTSA unit.


### **Take Note!**

#### *Qualities of Nominating Committee Members*

- Elected on merit and ability
- Willing to devote the time needed to get the job done!
- Knowledgeable regarding the eligibility requirements and the qualifications necessary for the offices to be filled, as well as the responsibility of each office!
- Aware of the qualifications and abilities of potential nominees
- Able to give objective consideration to nominees!
- Able to use sound judgment and skill in evaluating nominees
- Tactful, discreet, with integrity
- Able to keep all deliberations **confidential!**

## RESPONSIBILITIES OF THE NOMINATING COMMITTEE

The *Bylaws for Local PTA/PTSA Units* indicates which officers are elected at the annual election meeting of the PTA. The list of elected officers can be found in **ARTICLE V – OFFICERS AND THEIR ELECTION, Section 2**. The nominating committee may only propose candidates for **elected** offices – appointed officers (such as the parliamentarian) and chairmen are to be appointed by the president-elect, subject to ratification of the executive board (board-elect).



The President  
never  
serves on the  
nominating  
committee.

The nominating committee elects its own chairman. The chairman and the committee should review requirements for nominees and the duties of each elected officer as outlined in the unit bylaws. The following useful items should be provided to the nominating committee to help facilitate their work:

- A current membership roster
- A copy of the current unit bylaws (including standing rules)
- Copies of job descriptions and/or procedure books as they are available

Only those persons who are eligible and have given their consent to serve if elected shall be nominated for office (Reference *Bylaws for Local PTA/PTSA Units*, **ARTICLE V – OFFICERS AND THEIR ELECTION** regarding eligibility requirements.).

The chairman should ensure that nominating committee meetings are scheduled to provide sufficient time to identify and consider all recommendations and suggestions of prospective candidates. Discussion of candidates, the need to reach out to qualified candidates, or even the need to interview prospective nominees may occur – the chairman should make sure there is ample time to ensure the best candidate for each position is found! Alternates should be advised of these dates, and be advised that should an elected member be unable to serve, an alternate will be asked to replace that member.

Selection of nominees for office should be an orderly procedure; open and frank discussion must be held among members of the committee. Discussions, prospective candidates, and all information regarding the deliberations of the committee must be kept strictly confidential. No information should leave the committee meeting, even after elections have concluded, and officers are elected.

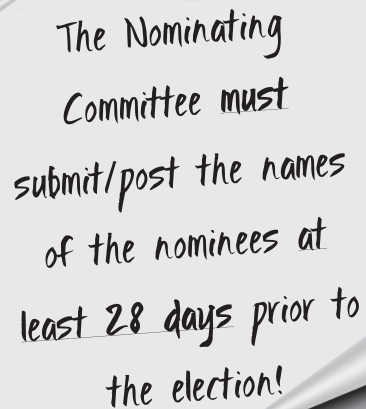
Every effort should be made to provide the PTA with a slate of officers that is balanced in terms of new and experienced officers, represents the school attendance area, and reflects the diversity of the school population.

The committee is **not obligated in any way** to nominate the current president or any current officer eligible to serve a second term, nor is it obligated to nominate the executive/first vice president for the office of president. Each nominee must be evaluated independently and by the same criteria as all other nominees. The committee **is obligated** to seek out those eligible members who would best serve in a particular office.

Members of the committee are **not excluded from becoming nominees for elected office**. During the nominating committee meetings, if a committee member is being considered, 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 nominating committee continues to serve until the annual election meeting at which the committee is dissolved.

## RESPONSIBILITIES OF THE NOMINATING COMMITTEE CHAIR



The Nominating  
Committee must  
submit/post the names  
of the nominees at  
least 28 days prior to  
the election!

Contact potential nominees unless this responsibility is delegated to another committee member. Inform committee members of the results of the contacts.

Submit the names of nominees to the membership (association) **at least 28 days** prior to the election meeting. This may be done:

- At an association meeting
- Posting the slate via flyer/handout [school marquee, etc.]
- Posting the slate via newsletter

Reconvene the committee in the event that a nominee withdraws before an election is held.

Read the nominating committee report to the membership (association) at the annual election meeting.

Advise the nominees to attend the election meeting and the installation of officers.

Give a written report of the nominees (the slate) to the recording secretary, signed by the members of the nominating committee. The names of all committee members should be included in the minutes. A copy of the report, and the names of the committee members, should also be provided to the unit parliamentarian.

Be discharged of committee responsibilities at the time of the election.

## ALTERNATES

Alternates, also elected by the membership, **do not** attend nominating committee meetings unless notified to fill a vacancy on the committee. Alternates **should** be advised of the date and time of the first meeting.

If an elected member of the committee **cannot** attend the first meeting, the first alternate is asked to replace that person, and the alternate then serves as a permanent member of the committee.

Any elected member who cannot attend the first meeting must immediately notify the parliamentarian and/or the chairman of the nominating committee to ensure that the first alternate is contacted to replace the committee member for that and all future nominating committee meetings.

## ROLE OF THE PRINCIPAL

The principal of the school, if not an elected member of the nominating committee, may serve in an advisory capacity to the nominating committee. The principal should absolutely be consulted by the nominating committee regarding potential nominees, and every effort should be made to include the principal in all steps of the nominating committee process.

## ROLE OF THE PARLIAMENTARIAN

### FIRST NOMINATING COMMITTEE MEETING

The parliamentarian:

- Provides instruction in nominating procedures
- Conducts the election of a chairman
- Explains the chairmans responsibilities
- Provides a copy of the bylaws, the standing rules, and a membership roster for the committees use.
- Provides a telephone number where s/he can be reached to answer questions regarding procedure.

At the meeting to elect the nominating committee, the parliamentarian reads aloud **ARTICLE V – OFFICERS AND THEIR ELECTION, Section 3** of the unit bylaws.

The parliamentarian **may** be elected to the nominating committee.

The parliamentarian sets the date for the first nominating committee meeting immediately following its election.

The parliamentarian attends meetings of the nominating committee **only** if elected to serve as a member of the committee.

The parliamentarian shall notify the first alternate if an elected member of the nominating committee cannot attend the first nominating committee meeting.

## SELECTING NOMINEES

The responsibility of the nominating committee is to select the best qualified, available person for each office. Submitting more than one nominee for an office would be unusual. If the committee should select two names for the same office, each nominee for that particular office must be advised and informed of the name of the other nominee.

Please note that California State PTA does **not** recognize “co-“ positions, and only **one** individual may legally hold any one elected or appointed office.

Students who are willing and have the time may serve as officers in the PTA/PTSA. According California’s corporation code and civil law, a student may serve in any PTA/PTSA office. All officers, adults and students alike, must perform duties of the office as outlined in the bylaws.

## NOMINEE QUALIFICATIONS

- Nominee must be a **PTA member for 30 days or more.**
- Must support the Purposes and basic policies of the PTA, and recognize that PTA is an advocacy organization, working for all children and youth.
- Should have effectively carried out previous PTA and/or other organizational responsibilities.
- Should have knowledge of the organization and its role in the school and community.
- Should be willing to give PTA priority and commitment, including attendance at meetings.
- Must be fair and objective, and concerned for the well-being and best interests of the PTA
- Must understand the important of effective teamwork

## OFFICER RESPONSIBILITIES

To ensure a successful term of office, certain responsibilities begin as soon as officers are elected. All Executive Board members and chairmen are expected to:

- Accept office or position only when willing to uphold the policies and procedures of the state and National PTA
- Accept office only when willing to prepare oneself to fulfil the responsibilities of the office
- Study and follow unit bylaws and standing rules
- Attend and participate in meetings
- Abide by the will of the majority
- Respect the privacy of the business of the Executive Board
- Protect members privacy by allowing no distribution of membership lists to outside interests
- Meet deadlines and fulfil assignments promptly
- Give accurate and detailed account of all monies entrusted to them
- Develop and strengthen leadership
- Attend conferences, workshops and conventions
- Maintain a procedure book to pass on to one's successor
- Resign if unable to perform the required duties of the office
- **Delegate instead of doing it all yourself!**

**Nominating committee members should have job descriptions available. Job descriptions may be found online via the Toolkit at: <http://downloads.capta.org/toolkit/print/JobDescriptions.pdf>**

## CONTACTING NOMINEES

It is the nominating committee chairman's responsibility to contact each nominee; however, any committee member may be asked to make the contact and report to the chairman. It is **not** advisable to attempt to persuade a reluctant individual into accepting a nomination.

Consent of each nominee should be obtained while the committee is in session in order to place the name in consideration. If consent cannot be obtained during the meeting, the chairman will inform the committee members of the results of contacts made outside of the committee meetings.

Nominees should be given a clear indication of the responsibilities of the office and how much time may be involved. If requested, a printed job description should be provided. Individuals considering accepting nomination to an elected office should be advised that responsibilities of the office may include attendance at leadership training meetings, workshops, and/or the California State PTA Annual Convention.

In the event that no qualified candidate can be found for an office, it is better to leave the office vacant, than to fill it with someone not able or willing to do the job. After the election the board-elect may fill any vacant positions using procedures found in **ARTICLE V – OFFICERS AND THEIR ELECTION, Section 11 and Section 12.**

## F.A.Q.

**Q. Can the nominating committee fill one position with two people who are willing to share the duties of the office?**

A. No. A position may be filled by only one qualified person. If unusual circumstances exist that require more than one person to handle the duties of a particular position, then an assistant or deputy position may be created. Caution: If the assistant or deputy position is included in an amendment to the standing rules, that position will then be required on all future boards. Alternatively, an assistant or deputy position with a clear description of the job duties may be added to the standing rules to allow for the position without requiring it on all future boards. **Please contact 23<sup>rd</sup> District Parliamentarian for guidance prior to attempting to create assistant or deputy positions.**

**Q. Can one person be nominating for more than one office?**

A. Yes. However, a member can serve in only one capacity at a time. In such a case, if the person elected to two or more offices is present, s/he can choose which office s/he will accept. If s/he is absent, the assembly should decide by vote the office to be assigned and then elect others to fill the vacant offices.

**Q. Can a vacant position on the proposed nominating committee slate be filled after the slate has been posted?**

A. Yes! If a nominee withdraws before the election the committee must reconvene as soon as possible to agree upon another nominee. If an office is vacant after the election because an officer-elect resigns, or because no one was elected to fill the office, it shall be considered a vacant office to be filled by the board-elect as dictated in the unit bylaws in **ARTICLE V – OFFICERS AND THEIR ELECTION, Section 11 and Section 12.**

**Q. How does the nominating committee handle the acceptance of the nomination for a position after the report has been submitted?**

A. If someone accepts a nomination after the report has been submitted (at least 28 days prior to the election meeting), the nominating committee chairman will read a revised report including the new nominee for office to the executive board and to the membership at the annual election meeting



## How to Elect the Nominating Committee

The **nominating committee** is one of the most influential bodies of PTA; its purpose is “to recognize and seek qualified nominees for the elected positions of the PTA.” While seasoned PTA unit members may serve on the committee, the committee as a whole should be comprised of both seasoned and newer members of the association. The president chairs the election proceedings, but is not eligible to serve on the committee itself. The president may not make nominations to the committee. Any and all members who are elected to serve on the committee must give consent to serve, and must be members of the association for 30 days or more (members in good standing.).

- ☑ During an association meeting (this should be listed under the “New Business” section of the agenda.), the **president** announces that it is time to elect the nominating committee. The election of the committee needs to be done at least two months (60 days) prior to the election meeting in March. For TVC PTA units, this should occur at the **January** association meeting.
- ☑ The unit **parliamentarian** will read aloud to the association from **Article V – Officers and Their Election** in *Bylaws for Local PTA/PTSA Units*.
- ☑ The **president** will open the floor to nominations. Members of the association should self-nominate. The unit **recording secretary** should confirm that each nominee is a paid member in good standing.
- ☑ If an individual is nominated by another person, verify with the individual that he or she consents to serve on the committee. Candidates for the committee must be present at the meeting to accept the nomination to the committee. A nomination is invalid and may not be accepted if the nominee is not present.
- ☑ Once the slate has been filled, nominations are closed.
- ☑ The **president** will then read the slate of names aloud to the association.
- ☑ Following the parliamentary procedure of making a motion, someone moves to accept the slate as it has been read.
- ☑ Once the motion to approve the slate as it has been read is on the floor, it must be seconded.
- ☑ After the motion to approve the slate has been seconded, the **president** (chair) will call for discussion, and then call the vote.
- ☑ The **president** will determine the outcome of the vote, and will announce the outcome to the association.



## ATTENTION: ALL INTERESTED IN HOLDING A [Unit] PTA EXECUTIVE BOARD POSITION

**TO: Anyone Interested in Running for Office on the [Name] Elementary School PTA Executive Board**

**RE: Slate of Officers for the 2016-2017 [Name] PTA Executive Board**

PLEASE COMPLETE AND RETURN BY: [Date]

**Dear Parents, Guardians, Staff, and Students:**

It's time to think about next year already! [Name] PTA needs to secure a slate of nominees for the 2016-2017 elected officer positions on our Executive Board. Officers shall serve for a term of one year, or until their successors are elected. The privilege of holding office shall be limited to members of any PTA/PTSA in good standing, for at least thirty days, previous to the nomination. No elected officer shall be eligible to the same office for more than two consecutive terms, or hold more than one elected office. A list of nominees for the elected officer positions will be posted at [Name] Elementary School on or before **[Date]**. **Officers will be elected at the General Association Election Meeting on [Date]**, and shall assume their duties on July 1, 2016. If you have any questions regarding the duties of any given position, please contact [Name, e-mail].

**ELECTED OFFICER POSITIONS:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>❖ <b>PRESIDENT ★</b></li> <li>❖ Executive Vice President</li> <li>❖ First Vice President - Programs</li> <li>❖ Second Vice President - Membership</li> <li>❖ Third Vice President - Ways &amp; Means</li> </ul> | <ul style="list-style-type: none"> <li>❖ <b>RECORDING SECRETARY ★</b></li> <li>❖ Corresponding Secretary</li> <li>❖ <b>TREASURER ★</b></li> <li>❖ Auditor</li> <li>❖ Historian</li> </ul> |
|--|---|

★ *These positions are required to have a PTA/PTSA*

**OR, maybe you would like to consider volunteering for an appointed or committee chairperson position with the [Name] PTA Executive Board!** After the election, the new President shall appoint the following positions, subject to ratification by the Executive Board. The term of office is one year or until a successor is appointed.

**APPOINTED POSITIONS AND COMMITTEES**

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>❖ Book Fair</li> <li>❖ Bulletin Boards</li> <li>❖ Cartridges for Kids</li> <li>❖ Family Nights</li> <li>❖ Founders Day/Honorary Service Award</li> <li>❖ General Mills Box Tops</li> <li>❖ Hospitality</li> <li>❖ Spring Carnival</li> </ul> | <ul style="list-style-type: none"> <li>❖ Fall Festival</li> <li>❖ Laps for Lions</li> <li>❖ Marquee</li> <li>❖ <i>Parliamentarian</i> ★</li> <li>❖ Publications/Newsletter</li> <li>❖ Red Ribbon Week</li> <li>❖ Reflections Arts Program</li> <li>❖ Restaurant Nights</li> </ul> | <ul style="list-style-type: none"> <li>❖ Spirit Wear</li> <li>❖ Talent Show</li> <li>❖ Teacher Appreciation</li> <li>❖ Volunteer Coordinator</li> <li>❖ Website</li> </ul> |
|---|---|--|

You can find most PTA jobs and descriptions at <http://www.tvusd.k12.ca.us/tvcpta>

★ *These positions are appointed by the PTA President*

If you are interested in any elected, appointed, or committee position, please complete and return this form by [Date] to the [Unit] Front Office, marked: **ATTENTION: [Unit] PTA NOMINATING COMMITTEE**. Thank you!

**★★ BE A PART OF A GREAT TEAM – BECOME A PTA OFFICER OR CHAIRMAN! ★★**

I would like to be considered for the following [Unit] PTA **ELECTED** officer positions:

1) \_\_\_\_\_ 2) \_\_\_\_\_

OR, I would like to be considered for the following [Unit] PTA **APPOINTED** officer/chairman positions:

1) \_\_\_\_\_ 2) \_\_\_\_\_

**YOUR NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME #:** ( ) \_\_\_\_\_ **CELL #: #:** ( ) \_\_\_\_\_ **WORK #:** ( ) \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

Are you a current member of the [Unit] PTA?     YES     NO     I DON'T KNOW

# NOMINATING COMMITTEE CHECKLIST

## Elect nominating committee at association meeting

- Must be at least 60 days prior to annual election meeting
- Check number of members and alternates as listed in bylaws
- Verify eligibility of committee member nominees
  - Verify PTA membership
  - Check service on previous nominating committee

## Schedule committee meeting

- Parliamentarian arranges date
- Principal included as advisor, if not elected
- Alternate(s) called if elected member unable to attend first meeting

## Committee meets

- Parliamentarian gives instructions (stays only if an elected member)
- Elect committee chairman
- Review officer positions and duties (Bylaws and Standing Rules)
- Prepare slate
  - Each nominee must be a PTA member (membership list)
  - Each nominee must be enthusiastic and supportive of PTA
  - Each nominee should have knowledge of the organization and its role in the school and in the community
  - Each nominee should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings
  - Each nominee should be able to work well with people
- Call potential nominees
  - Include clear indication of responsibilities of the position
  - Include any expected representation at council or district meetings
  - Do not try to persuade a reluctant individual
  - Do not try to “fill the board” just to have names in place
- Schedule follow-up meeting if needed
- Remind everyone that all discussions are confidential
- Committee members sign slate

## Membership notified of nominees in writing at least 28 days prior to election meeting



## **DOs and DON'Ts** **For Nominating Committees**

- DO** Study carefully the qualifications of members before presenting the name as a nominee.
- DON'T** Submit a member's name as a nominee because she or he is a friend of yours.
- DO** Check the membership list to be sure nominee is a member of the organization.
- DON'T** Nominate a person with the thought that it's a good way to get him or her to join the PTA.
- DO** Remember that committee DISCUSSION is left in the meeting room.
- DON'T** Repeat what was said in the committee meeting to anyone.
- DO** See that the report of the nominating committee is publicized through the proper channels.
- DON'T** Report the results of the nominating committee until it has been officially announced.
- DO** Accept an office yourself if you are sincerely interested in the purpose of the organization.
- DON'T** Accept the office if you are only interested in having your name in the yearbook.

# REPORT OF THE NOMINATING COMMITTEE

Name of PTA: \_\_\_\_\_

Date: \_\_\_\_\_

The nominating committee met on \_\_\_\_\_ to consider all eligible candidates for the \_\_\_\_\_ term of office. On behalf of the nominating committee, I present the following slate of officers for the association’s consideration:

<i>Position</i>	<i>Name</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

**Signatures of Nominating Committee:**

_____	_____
_____	_____
_____	_____
_____	_____

The report of the nominating committee is submitted to the membership in writing at least 28 days prior to the election and reported at the election meeting. The report of the nominating committee must be entered into the minutes of the association.

[Bylaws template 2017 and earlier]

## Script for conducting elections

[Bylaws template 2017 and earlier]

It can be nerve-racking to stand in front of your membership and conduct elections. What do you say and, how do you say it? Consider the following.

**PRESIDENT:** “We will now conduct our elections. Would the parliamentarian please read the sections of the bylaws pertaining to elections?”

**PARLIAMENTARIAN:** *(The parliamentarian reads aloud the following sections of the unit bylaws: Article V, Sections 1, 2, 3a, 3b, 3d, 3g, 4, 5, 6, 7 and 11.)*

**PRESIDENT:** “Will the chairman of the nominating committee please present the committee report?”

**CHAIRMAN:** *(The chairman reads the prepared report that states the slate of nominees, the nominating committee members and the date of the report. The chairman’s part in the elections is concluded.)*

**PRESIDENT:** “Thank you.” *(The president then rereads the report of the nominating committee and asks each nominee to stand.)* “According to our bylaws, nominations from the floor are now in order. For president, \_\_\_\_\_ is nominated. Are there further nominations from the floor?” *(Give a few moments for response.)* “Seeing none, the nominations for president are closed.”

“\_\_\_\_\_ has been nominated for executive vice president. Are there further nominations from the floor?” *(Give time for response.)*

Seeing none, the nominations for executive

vice president are closed.”

The president then goes through each elected position as specified in the bylaws asking for nominations from the floor. Should a nomination be received for an office that has no candidate, that election can be held by voice vote. Should a nomination be received for an office with a candidate, a ballot election must then be held for that office or offices; a ballot election must also be held at the request of any member of the association. See section below for information regarding a ballot.

**PRESIDENT:** *(The president then reads the candidates and offices.)* “As there are single candidates for each office (if there are), we will conduct the elections by voice vote. Is there any objection to this procedure? *(If no one has called for a ballot vote, elections continue.)* All those in favor of electing \_\_\_\_\_ as president, \_\_\_\_\_ as executive vice president ... *(reads all the names)* say ‘Aye.’ Those against, say ‘No.’ The ayes have it and you have elected the following officers.”

*(The president then restates the names and offices of those elected. The “voice vote” election is concluded.)*

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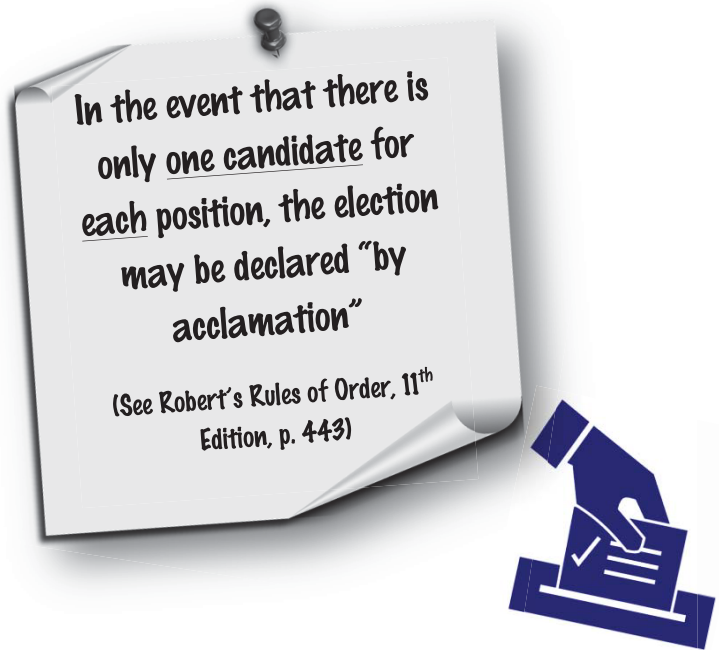
### If a ballot vote is necessary

1. When there are two or more nominees for an office or when a member requests it, the election is held by ballot. To verify eligibility to vote, the membership list must be checked before ballots are distributed. The secretary should have the official membership list. If a membership list is not available, all present must be allowed to vote. The secretary should have ballot slips available. If it is known prior to the election meeting that there will be two or more nominees for any office, ballots may be distributed at a registration table as members arrive for the meeting and present their membership cards.

2. The president appoints a tellers committee, including a chairman and at least two (2) tellers, whose duties are to distribute, collect and count the ballots. Ballots may also be collected in a ballot box.
3. The president requests all members eligible to vote to rise and be counted. This count will determine the number of ballots to be tallied.
4. A nominee for an office cannot be involved in the election procedure as a teller who collects ballots and counts votes.
5. When a ballot vote is cast, a candidate must be chosen, or the ballot will be disqualified.
6. Illegal ballots are counted to determine the number of votes cast, but are not applied as a vote for or against any nominee. Ballots are considered illegal if:
  - They are unintelligible;
  - They contain the name of a nominee who is not a member; or
  - Two or more filled-out ballots are folded together. (These are recorded as one illegal vote.)
7. In a contested election, where there is more than one candidate on the slate, each nominee may designate a person as an observer at the time the ballots are counted.
8. If another vote is necessary, the voting members must be recounted to establish the number of ballots to be tallied. 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.
9. The results of the voting are reported by the chairman of the tellers, in writing, to the president, as follows:

<i>Number of members eligible to vote:</i>	
<i>Number of votes cast:</i>	
<i>Number needed to elect:</i>	
<i>(Nominee)</i>	
<i>Received</i>	
<i>(Nominee)</i>	
<i>Received</i>	

10. This procedure is repeated for each contested office. The president announces who has been elected to office. Unless requested, the president does not have to announce the number of votes cast for each nominee, but the complete Tellers' Report must be recorded in the minutes. Following the announcement of the vote, the chairman of the tellers moves that the ballots be destroyed.
11. It is permissible to use these two procedures in one election by using voice vote for uncontested offices and a ballot for those that have two or more nominees.
12. A challenge to the election procedure or outcome must be made during the election meeting.



# Script for conducting elections

## [Bylaws template 2018 and later]

It can be nerve-racking to stand in front of your membership and conduct elections. What do you say and, how do you say it?

**PRESIDENT:** “We will now conduct our elections. Would the parliamentarian please read the sections of the bylaws pertaining to elections?”

**PARLIAMENTARIAN:** *(The parliamentarian reads aloud the following sections of the unit bylaws: Article V, Sections 1, 2, 4a, 4e, 5 to 8 and 11.)*

**PRESIDENT:** “Will the chairman of the nominating committee please present the committee report?”

**CHAIRMAN:** *(The chairman reads the prepared report that states the slate of nominees, the nominating committee members and the date of the report. The chairman’s part in the elections is concluded.)*

**PRESIDENT:** “Thank you.” *(The president then rereads the report of the nominating committee and asks each nominee to stand.)*

“According to our bylaws, nominations from the floor are now in order. For president, \_\_\_\_\_ is nominated. Are there further nominations from the floor?” *(Give a few moments for response.)*  
“Seeing none, the nominations for president are closed.” “\_\_\_\_\_ has been nominated for executive vice president. Are there further nominations from the floor?”

*(Give time for response.)*

Seeing none, the nominations for executive

vice president are closed.”

The president then goes through each elected position as specified in the bylaws asking for nominations from the floor. Should a nomination be received for an office that has no candidate, that election can be held by voice vote. Should a nomination be received for an office with a candidate, a ballot election must then be held for that office or offices; a ballot election must also be held at the request of any member of the association. See section below for information regarding a ballot.

**PRESIDENT:** *(The president then reads the candidates and offices.)* “As there are single candidates for each office (if there are), we will conduct the elections by voice vote. Is there any objection to this procedure? *(If no one has called for a ballot vote, elections continue.)* All those in favor of electing \_\_\_\_\_ as president, \_\_\_\_\_ as executive vice president ... *(reads all the names)* say ‘Aye.’ Those against, say ‘No.’ The ayes have it and you have elected the following officers.”

*(The president then restates the names and offices of those elected. The “voice vote” election is concluded.)*

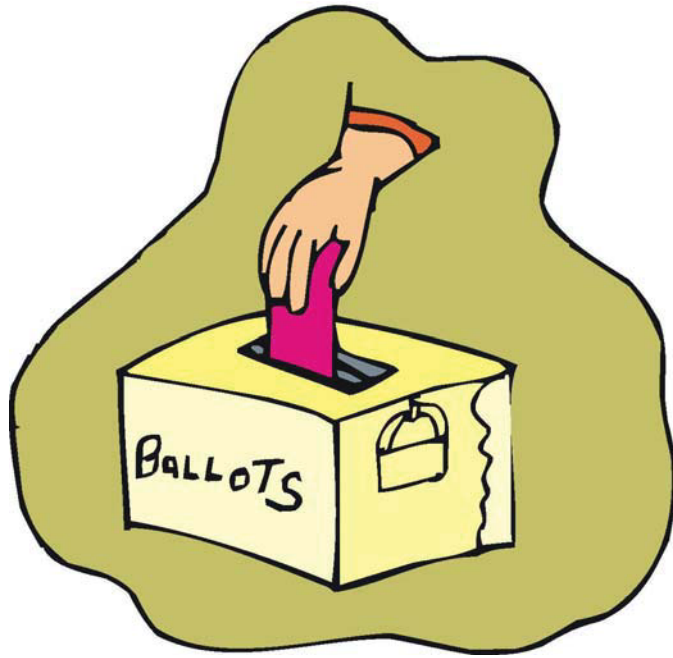
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## If a ballot vote is necessary

1. When there are two or more nominees for an office or when a member requests it, the election is held by ballot. To verify eligibility to vote, the membership list must be checked before ballots are distributed. The secretary should have the official membership list. If a membership list is not available, all present must be allowed to vote. The secretary should have ballot slips available. If it is known prior to the election meeting that there will be two or more nominees for any office, ballots may be distributed at a registration table as members arrive for the meeting and present their membership cards.



2. The president appoints a tellers committee, including a chairman and at least two (2) tellers, whose duties are to distribute, collect and count the ballots. Ballots may also be collected in a ballot box.
3. The president requests all members eligible to vote to rise and be counted. This count will determine the number of ballots to be tallied.
4. A nominee for an office cannot be involved in the election procedure as a teller who collects ballots and counts votes.
5. When a ballot vote is cast, a candidate must be chosen, or the ballot will be disqualified.
6. Illegal ballots are counted to determine the number of votes cast, but are not applied as a vote for or against any nominee. Ballots are considered illegal if:
  - They are unintelligible;
  - They contain the name of a nominee who is not a member; or
  - Two or more filled-out ballots are folded together. (These are recorded as one illegal vote.)
7. In a contested election, where there is more than one candidate on the slate, each nominee may designate a person as an observer at the time the ballots are counted.
8. If another vote is necessary, the voting members must be recounted to establish the number of ballots to be tallied. 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.
9. The results of the voting are reported by the chairman of the tellers, in writing, to the president, as follows:



<i>Number of members eligible to vote:</i>	_____
<i>Number of votes cast:</i>	_____
<i>Number needed to elect:</i>	_____
<i>(Nominee)</i>	_____
<i>Received</i>	_____
<i>(Nominee)</i>	_____
<i>Received</i>	_____

10. This procedure is repeated for each contested office. The president announces who has been elected to office. Unless requested, the president does not have to announce the number of votes cast for each nominee, but the complete Tellers' Report must be recorded in the minutes. Following the announcement of the vote, the chairman of the tellers moves that the ballots be destroyed.
11. It is permissible to use these two procedures in one election by using voice vote for uncontested offices and a ballot for those that have two or more nominees.
12. A challenge to the election procedure or outcome must be made during the election meeting.
13. For additional information, see *Robert's Rules of Order Newly Revised, Twelfth Edition* – "Point of Order" section.