Nominations and Elections

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Nominations are in Order...

For all information on nominations and elections, see the NYS Resource Guide, Section 7 – beginning on page 20
Where Leadership Begins

• Most responsible and sensitive deliberative body
  
• Must be elected in accordance with the bylaws
  
  – **No member may be appointed**

• Election of the nominating committee
  
  – 60 days before the election month
  
  – Should be as early as possible
THE NOMINATING COMMITTEE

**HOW MANY CAN YOU ANSWER CORRECTLY?**

- Why have a Nominating Committee?
- Who elects the Nominating Committee?
- What is the charge?
- When is the Nominating Committee elected?
- Where is the Nominating Committee elected?
Importance of Bylaws

Bylaws will give you the following important information-----

• Make up of the committee, if there are alternates and when they are to be elected
• Officers to be elected and term of office
• How council delegates are chosen/elected
• When the committee will report/publish slate***
• Date of election meeting
• How to deal with a vacancy
Bylaws

Unit bylaws, Article VII, and council bylaws Article VIII: Officers and Their Election.

– Section 2 defines officers to be elected, the time and method of election, terms of eligibility, and the terms of office.

– Section 3 defines the make up of the nominating committee and if an alternate is elected and when the report will be given and published and how nominations can be made from the floor.

– Section 4 explains the method of dealing with a vacancy in office. Become familiar with the duties of the offices to be filled before discussing any nominee.

– Article XIII, Section 1 gives information on council delegates.
Nominating Committee Members should:

- Include both experienced and newer members
- Be elected on merit and ability
- Be aware of the responsibility of the assignment
- Have knowledge of PTA goals, purposes and programs
- Have knowledge of potential nominees’ qualifications and abilities
- Give objective consideration of nominees
- Be able to express ideas and defend their own convictions
- Use sound judgment in evaluating nominees
- Be tactful, have integrity and use discretion
- Keep all deliberations confidential
To ensure the full availability of the committee:

• Election of alternates (only if specified in your bylaws)
  – Total number of those nominated for the committee must be equal to the number of committee members plus the number of alternates
  – By ballot
  – Must receive a majority of votes
Preparation for the Meeting

• Study the bylaws, procedures, and job descriptions and have them available along with the nominations and elections section from the Resource Guide.

• Review the nominations and elections checklist as you go through the process.

• Never approach potential nominees as to their willingness to hold office before the committee meets, nor make any commitment to a potential nominee should that individual approach them.

Send out recommendation forms to the membership for input for potential nominees.

###(This would be an excellent time to write procedures for the nominating committee if your unit does not have them already!)
Letter to the Membership

To: The ___________________________ PTA Membership

From: Chairman of Nominating Committee

The Nominating Committee will be meeting soon to select a nominee for each office to be elected at a regular meeting of the association (general membership meeting) on

___________________________.

(Date of election meeting)

We are seeking your input to be considered by Nominating Committee during its deliberations. However, according to procedures your suggestions and supporting information are advisory only. You do not need to sign your name; all information will remain confidential.

Please use the enclosed recommendation forms and submit them in a sealed envelope marked “NOMINATING COMMITTEE” to ___________________________ no later

(Name of Chairman & delivery location)

than ___________________.

(Date prior to Nominating Committee meeting)

The envelopes will remain sealed and be opened only in the presence of the entire Nominating Committee at its meeting.

Members of the Nominating Committee are:

(list all members of the nominating committee and alternates if applicable)

Thank you in advance for your valuable assistance in this important task.
Recommendation Form

The __________________ PTA
President (Change title for each position)

Name

Qualifications and Comments

Name

Qualifications and Comments

Name

Qualifications and Comments

Name

Qualifications and Comments
The Chairman

- Select a time and place for the meeting
- Make every effort to hold the meeting when all members can attend.
- Notify all committee members of the meeting including the alternates
- Ask the president and other board members for input as to the performance of present board members.
- Contact the potential nominees only when agreed upon by the committee and inform them of specific responsibilities of the office.
- Inform committee members of the results of the contacts if calls are made after the meeting.
- Send acceptance letter to nominees
The Chairman cont’d

• Notify the president of the completion of the slate.
• Advise nominees to attend the election meeting and the installation of officers, if held. (nominees are still eligible to be elected, even if they are unable to attend –this is why we ask for written acceptance)
• Reconvene the committee in the event a nominee withdraws before the election meeting.
• Complete a written report signed by all committee members. All notes are confidential and should be destroyed.
• See that names of nominees are published in accordance with the procedures (this is now included in the bylaws pattern)
• Present the nominating committee report at the election meeting in accordance with the bylaws

### According to Robert’s Rules, “where advance interest in the election may develop, the nominations submitted by the committee should be made known to the membership earlier...”
Nominating Committee Meeting

• Select a site that will allow for privacy
• Have a telephone available
• Only those elected to serve may attend
  – The President cannot attend
  – Superintendent/principal/administrator may only attend if an elected member
• Bylaws, job descriptions, and eligibility lists should be available
• Discuss definition of a “good leader” (handout #4)
Nominees’ Criteria

• Consider each nominee carefully:
• Must be a PTA member at the time of the election
  – Must be enthusiastic and supportive of the PTA unit/council.
  – Must believe in the Purposes of PTA.
  – Should have experience in PTA, though other organizational work may also be considered.
  – Should have knowledge of the organization and its role in the school and community.
  – Should be able to work well with people.
  – Must be fair and objective.
  – Should have done a good job carrying out responsibilities.
Selecting Nominees

• Consider the kind of leadership that will best achieve the aims and purposes of the PTA.
  – Review the tenure of incumbent officers to determine their **eligibility** for another term in the same office or in another position.
  – All officers’ terms are for one year unless specified otherwise in the bylaws. *No person must be automatically nominated for a second term. (You are eligible, not entitled)*
  – Avoid reshuffling the officers.

• Think carefully about possible nominees: their qualifications, their ability to work well with others, and if they have sufficient time to do the job.
Selecting Nominees

• Nominate one person to serve in an office.

• Develop a tentative slate of officers with possible alternatives*** for each office to be filled. Unanimous consent is desirable.

• Avoid putting a past president into a vice-presidency. This is a position where one can learn about being president.

• Keep all deliberations of the nominating committee completely confidential.
Contacting the nominees

• Contact should be made by the chairman
  – While the committee is in session is preferable or calls can be made after the meeting
• Don’t talk a reluctant nominee into running
Acceptance Letter

The ABC PTA

(Date)

Dear ____________________,

On behalf of the nominating committee, I would like to thank you for accepting the nomination for the position of __________________________ for the 200__-200__ year.

Please fill out and sign the Notice of Acceptance below and return it to the Nominating Committee Chairman within the week.

Congratulations on your nomination.

The Nominating Committee

____________________, Chairman

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The ABC PTA

Acceptance of Nomination

I, __________________________, accept the nomination for the position of __________________________ for The ABC PTA for the year 200__-200__.

I understand the job description and accept the responsibility of this position.

Date: __________

Signature: __________________________
Reporting

- Acceptance letter should be sent to each individual nominated, signed and returned to Chairman
- A written report must be completed and signed by each member.
  - Presented at the election meeting by the chairman***
- The nominating committee is discharged when its report is presented.

***Check Procedures/Bylaws for information on when the report is presented/published
REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee met on (date)__________ with the following members present:

The committee acted in accordance with the (unit name)______________Bylaws and followed the guidelines set forth in the PTA Manual for the Nominating Committee.

The following names are placed in nomination to serve as officers of (unit name)______________ PTA for the ____________ year.

President: __________________________
Vice President: ____________________
Corresponding Secretary: ____________
Recording Secretary: ________________
Treasurer: ________________________

_____________________________  ______________________________
Chairman  Committee Member

_____________________________  ______________________________
Committee Member  Committee Member

______________________________
Committee Member
Resignations

• If a nominee resigns before the election:
  – The nominating committee can reconvene to find a candidate to fill the office

• If the new officer resigns after the election:
  – A special meeting should be called to have the executive board fill the vacancy in accordance with the bylaws.
Do’s and Don’ts

Do—

...... consider membership on the nominating committee an honor and a privilege as well as a responsibility.
...... strive to select qualified people with the skill, personality, enthusiasm, and time for the job.
...... nominate those right for the job.
...... keep deliberations confidential****
...... tell prospective nominees exactly what the job entails.
...... consider new people on their strengths and abilities, to help your PTA grow.
Do’s and Don’ts

Don’t—

...... consider it an imposition on your time.
...... select people because they expect to be asked.
...... nominate people because they are your friends.
...... tell tales outside of the meeting room***
...... say, “It’s not a big job!”
...... reject someone because they look or dress differently. It will give the impression your PTA is a “clique”.

*New York State PTA*
Calling the Election

- Check the bylaws.
- When Election Meeting should be held.
- How many days notice is necessary?
- The procedures/bylaws will indicate when the nominating comm. report is to be published.
Election Meeting

The Presiding Officer:

• Calls upon chairman to read the report of the nominating committee.

• If there is only one nominee for an office, election can be by voice vote (#1)

• Depending on the bylaws the presiding officer will either -
  
  • Ask for further nominations from the floor (one office at a time) (#2)

  • Or ask the chairman if any additional “intent to run” requests have been received (#3)
Election Meeting cont’d

• Presiding officer asks for nominations from the floor, can be made by any member at the election meeting
  – If there are additional nominations, the election MUST BE by ballot

If the Nominating committee was unable to fill an office:
  – Take nominations from the floor and proceed with a vote if necessary
  – If the office is not filled at the election meeting, it becomes a vacancy and is filled by a vote of the executive board
Ballot Vote – What to Do

- Ballots may be prepared in advance (secretary should always be prepared)
- Procedure for distributing and collecting ballots should be established ahead of time
- Tellers are appointed – NOTE – no nominee should be involved in the election procedure as a teller
Ballot Vote- Continued...

- List of members is provided by the membership chairman
- Ballots are given to tellers to hand out to members *present* who are eligible to vote (there are no absentee ballots)
- Ballots are collected by tellers or placed in a ballot box
- Tellers leave the room to count the ballots using a tally sheet
Ballot Vote Continued...

• The person elected who has the majority of votes is the winner

• Blank Ballots – nothing written on it

• Illegal ballots – incomplete name or more than one name on the ballot

• Why would you need to take a revote?

• Destroying the ballots

An election is valid as long as a quorum (do you know how many members that is?) is present at the meeting, even if the number of persons voting is less than the quorum
Election Results

• The presiding officer reads the election results

• The secretary records the results in the minutes – just as the tellers have recorded it

  Total ballots cast - 40
  Amy – 25 votes
  Bill – 13 votes
  Illegal ballots – 2
Congratulations!

You have completed your responsibility in the Nominations & Elections process for your unit/council. By following the bylaws and procedures, you have ensured that you put together a slate of officers that will guide your membership well and continue the goals and mission of your PTA.

Feel proud of your participation!