

# Document #8

## Sample Election Meeting...What If?

Setting: *Elementary school cafeteria, not quite cleaned up (straw wrappers around, a few left-behind text-books.....)*

*It is a hot evening in May. The PTA meeting convenes at 7:30 PM. Quorum for the meeting is 18 members. Fifteen have arrived, including the officers and principal. An attendance sheet is circulated.*

President: Welcome to the ABC PTA meeting. We have planned only a short business meeting. Our most important task tonight is electing our unit's officers for the coming year.

Secretary: Madam President, I must advise you that we have not met our quorum.

**Question: What should happen now?**

*(voting cannot take place without a quorum present- other business involving discussion only can proceed)*

Secretary: Madam President, I see that five more members have signed in.

President: Thank you. We now have a quorum present and can proceed with the business of the election.

***Meeting business goes forward.....***

President: Will the chair of the nominating committee now present its report?

Chair: Madam President, the committee nominates the following:

President - Jane Doe

Vice President - Abigail Adams

Secretary - John Dunne

Treasurer - Adam Smith

All nominees have agreed to serve.

President: Thank you and thanks to all members of the nominating committee for their hard work.

**Question: What if not all positions were filled?**

*(any office for which there is no nominee will be filled at the election meeting by taking nominations from the floor)*

**The election will proceed - #1 – Two-day notice for intent to run is in the unit’s bylaws.**

President: According to our bylaws, in order for a member to run from the floor at the election meeting, a notice of intent to run must be sent to the nominating committee chair. Has the chair received any intent to run notices?

Chair: Madame President, no I have not received any.

President: Then according to our bylaws if there is but one candidate for an office, then the election may be by voice vote. We will now proceed with the election of officers. Jane Doe has been nominated for president. All in favor of Jane Doe for president, please say “Aye”. You have elected your new president.

*(“Under Robert’s Rules when there is but one candidate for an office that candidate is declared elected. Members can only vote against a candidate by nominating an alternate candidate*

**The President proceeds with the election of the remainder of the officers.**

**Break to discuss: What if there was an “intent to run” notice received?**

*(there would have to be a ballot vote for any office where there is more than one candidate- since the notice must be given two days prior to the election meeting, ballots can be prepared in advance with each candidate’s name on them)*

**Election #2 – No two-day notice is needed for intent to run.**

President: According to our bylaws, a member may run from the floor at the election meeting. We will proceed with the election of officers. Jane Doe has been nominated for president. Are there any nominations from the floor? (pause) Hearing none, I declare the nominations for the office of president closed. All in favor of Jane Doe for president, please say “Aye”. You have elected Jane Doe as your new president.

President: For the office of Vice-President, the nominee is Abigail Adams. Are there any nominations from the floor?

Jenny: Madame President, I wish to nominate John Adams.

President: John do you accept the nomination?

John: Yes, I do.

President: Are there any additional nominations for the office of vice-president? (pause) Hearing none, I declare the nominations for the office of vice-president closed.

*(At this point the president could allow each nominee to speak for two minutes on their qualifications, PTA work, etc. This should be included in procedures for the election meeting)*

President: According to our bylaws, if there is more than one nominee for an office, then the vote must be by ballot. I will review the procedures for a ballot vote.

1. You must be a current member to vote – the secretary and membership chair have a current list of members as of 5pm today.
2. You will receive your ballot from one of them
3. We will write the names on the board
4. Please vote for only ONE candidate- please indicate first and last name on your ballot to ensure clarity.
5. Once you have voted, please place your ballot folded once in half in the ballot box
6. The tellers for this vote will be Juanita and Mark. They will ensure that all ballots are properly received. They will then leave the room to count the ballots and bring us the results when they are finished.
7. If there is no objection, we will proceed with the rest of the election while the tellers count the ballots.

*(The elections can continue if there is no objection.)*

**Break to discuss: What if there was an objection to continuing with the election?**

*(The members would be asked to stand down until such time as the election results are announced)*

**If there is another challenge from the floor, can we do the vote for more than one officer at the same time?**

*(It would be best to take each office separately)*

President: The ballots have been tallied and the results of the election are as follows:  
Total ballots cast- 20 –  
Invalid ballots – 0  
Needed for election -11  
John Adams – 9 votes  
Abigail Adams – 11 votes  
You have elected Abigail Adams as your next Vice-President. Congratulations  
Abigail

President: Congratulations to our new officers. They will be installed at our final meeting in June.

President: Since this was the only order of business tonight, I declare the meeting adjourned at 9:15. Thank you all for attending.