



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

(see documents #1 and 2 – Nominating
committee checklist and Q&A)

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Nominating Committee Election

- All members must be elected in accordance with the unit's bylaws
- The bylaws specify the total number of members of the committee, and how many are elected from the executive board and general membership
- The committee once elected, elects its own **chair** *(according to Robert's Rules, the first named member of the committee acts as a temporary chair to allow for the committee to meet to elect a chair)*

Virtual Election

- Since we are unable to hold in-person meetings at this time and your committee should be elected within the next few months, you will need to have a virtual meeting for election of the committee
- Reminder that you would need two meetings:
 1. for the executive board members only
 2. for the entire association

(you must have representation from all parts of your membership)

Bylaws will state the following

- Officers to be elected and term of office
- How council delegates are chosen/elected
- When the slate should be published and the month of the election meeting
- How to deal with a vacancy
- If there is a required two-day notice to run from the floor

Once the committee has been elected

- Nominating Committee can meet via conference call or virtual meeting
- Recommendation letters can be sent out for each office to be returned to the chair and opened only at the meeting (*documents #3 and 4*)
- Deliberate on who will be the best candidate for each position
- If a member of the nominating committee is being considered for an office, they should leave the meeting during the discussion
- 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 (*remember that they are “eligible” not “entitled”*) 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 is automatically nominated for a second term.
 - Avoid reshuffling the officers.

Committee

- The chair will call all potential nominees
- Chair will need to send an acceptance letter to each member who has been nominated
(document #5)
- Once the committee has completed the slate – the chair reports to the president so it can be published for the membership *(This is done by the president)*

Sample Nominating Committee Report to Membership

(must be published either two weeks or one month prior to the election meeting according to the bylaws)

The following members have been nominated to serve as officers of the Paumanok PTA for the 2021-2022 school year

Joe Santos – President

Marge Williams – Vice-President

Jessica Bart – Secretary

Giselle Reed – Treasurer

The election of officers will take place at our meeting on May 25th.

You must be a member in order to vote in the election. Membership will be accepted until 6 pm on May 25th. There are no absentee ballots – you must be present in order to vote.

According to our bylaws, intent to run from the floor must be received at least two business days prior to the date of the election.

Intent to run requests must be received by the Nominating Committee chair, Jackie Wilson at jwilson@comcast.net by 6pm May 23rd.

Live meeting election

- If possible, it is best to have a live meeting to elect your officers
- Follow the guidelines for elections as outlined in the Resource Guide, section 7
- If that is not possible, set up for a Virtual meeting
- A sample script for a live meeting is included among the additional documents
(see Document #8)

Election Meeting

- Virtual meeting –works best for a small group like an executive committee or executive board
- The most important advice is to PLAN the meeting carefully before you hold it
- Use the COVID-19 resources on the NYS website for assistance
- <https://nyspta.org/home/covid-19/>

Formats for Meetings

- Conference Call

- Video Conference/Zoom call

You may need to set up an account for your PTA if you do not have one – some of the platforms have a cost or certain restrictions – such as number of members per meeting or amount of time – *be sure to research this carefully*

(The costs of having a platform for virtual meetings is a legitimate PTA expense)

Set up a Virtual Meeting

- Choose a platform so that all members who wish to attend will be able to- whether by video or phone (*this must be an general membership meeting*)
- Announce the meeting date and time once the slate has been completed (*refer to the sample published report*)
- Send out an agenda to your entire membership-the election should be the only item on the

THE MEETING

1. All potential attendees should receive advance notification of the meeting- date, time, link or phone number. *(Only current members may attend the meeting)*
2. Be aware of the availability of technology in your area, or for those who may be unfamiliar with the technology you will use
3. Try to do a run-through prior to the meeting to be sure you know how to deal with potential problems that may arise
4. Send out in advance, an agenda and any supporting materials for the meeting
5. Contact your Region Director for assistance with the meeting if necessary

Conducting the Election

- It is important that the president send out “meeting rules” to explain how the meeting and election will proceed
- On the COVID -19 page there are instructions for creating a google form for elections
- There is also a step-by-step scenario on how to conduct an election

Conducting the Meeting

Make sure that a quorum has been obtained (*check your bylaws*) and that the secretary is taking accurate minutes

Scenario 1- no candidates running from the floor

- If no one is running from the floor, then your election can be by voice vote (*according to our bylaws*)
- The nominating committee chair announces the proposed slate of officers and the report is filed with the secretary's minutes (*see document #6*)
- The president then will announce each office in turn and allow for a voice vote each time (*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*)
- Once all candidates have been elected you have completed your meeting

Scenario #2- Candidate(s) have given notice of intent to run from the floor

- The nominating committee chair will read the proposed slate of officers
- The president will ask the chair if there were any “notices of intent to run” received
- Any office for which there is more than ONE candidate, must have a ballot election – *(since the notice of intent to run must be made prior to the meeting, ballots can be prepared in advance)*
- Each office that is being contested should have a separate vote

Scenario #3 – Candidates may run from the floor

- This is the most difficult election to conduct and should be done with the utmost care and guidance
- The president will announce the nominating committee's choice for the office, and then ask if there are any nominations from the floor.
- The chat box can be used for members to nominate a person for office from the floor. The president should assign an officer to monitor the chat box during the meeting
- On a pre-made google form, each candidate can be assigned a position on the ballot – for example, Jane may be “A” and John will be “B” so that if you are voting for Jane you would choose A, for John you choose B

- Some Zoom platforms allow for you to “create” a ballot, in that case it can be created with the candidates’ names on it as they are nominated
- If members are only available by phone, you may need to set a time when the voting will end to allow all to vote
- The voting can be done by the member “texting” their vote to a specific number used for that purpose only
- Depending on the format that you use, the election results may be delayed
- Announce to the membership that they will be informed as soon as possible once the results are tallied

Important

It is extremely important to:

1. Be prepared
2. Ask for help – RD, NYS PTA
3. Keep accurate minutes *(you should have someone “audit” the meeting)*
4. Let all the membership know that these are extremely difficult times, and the executive committee is doing its best to complete the election as fairly as possible

Special Rules for Zoom Meetings

- **Sign-in Names.** Members and municipal staff attending an electronic meeting must sign-in using their full name. All invited guests must also sign-in using their full name for recognition and inclusion in the minutes.
- **Participation.** Members may join the meeting using any computer or smart device with an internet connection. The free *Zoom* application can be downloaded and used on smart devices. A dial-in telephone number will also be provided only if the technology is not accessible.
- **Webcams.** Members must participate with a webcam enabled for the duration of the meeting. Staff and guests are not required to use a webcam.
- **Connectivity.** Each member is responsible for their connection to the Internet and teleconference; no action will be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented their participation in the meeting provided that at least a quorum of members was connected, and the appropriate voting threshold was achieved.
- **Interference and Noise.** The chair may cause or direct the temporary disconnection or muting of a person's connection if it is causing undue interference with the electronic meeting. The chair's decision to do so will be announced during the meeting and recorded in the minutes. Members should mute their microphone when not speaking to avoid interference and unintended background noise. All others should remain muted unless called upon by the chair. The chair will remind telephone participants that they can mute and unmute themselves by pressing star six (*6).

- **Recognition.**

- **Generally.** To seek recognition by the chair, a member will cause his or her hand icon to be raised. Upon recognition of a member, the chair will lower all “raise hand” icons. The chair must clearly state the member recognized to ensure telephone participants know who is speaking.
- **Preference in Recognition.** Another member who claims preference in recognition may unmute their microphone and raise a point of order.
- **Interrupting Motions.** ^[L]_[SEP]A member who intends to make a motion that under the rules may interrupt a speaker will cause the member’s “No” icon (red-filled circle with an “X”) to be raised during debate.

- **Chatbox.**

- **Making Motions.** A member intending to make a main motion, offer an amendment, or propose instructions to a committee will, before or after being recognized, post the motion in writing to the chat window designated for everyone.
- **Limited Use.** The chat window is restricted to the following purposes: a) to provide a link to a document that cannot be displayed on the screen; b) for voting; c) any nominations from the floor; and d) the purposes stated in subsections 7(A).

Voting. [NOTE: This is an exhaustive list. It is recommended to choose a few options below. “A” is recommended. Either “B”, “C”, or “D” should be selected as your default voting method. “E” or “F” may be selected depending on how you’d like to manage a roll call vote. A roll call vote may be desirable for all votes if members are having issues with the technology features.]

- **Unanimous Consent.** For matters that do not appear to be controversial, the chair may request unanimous consent to expedite business. Any member may object, requiring a vote using another means.
- **Icon Rising Vote Using ‘Raise Hand’.** A vote may be taken by using the ‘raise hand’ feature at the discretion of the presiding officer. The chair will ask for the affirmative vote first, lower all hands, then ask for the negative vote. This vote will be treated as a division of the assembly.
- **Rising Vote.** A vote may be taken by a rising vote after the chair is sure that all members’ webcams are on. A member will physically raise their hand visibly on camera. The chair will ask for the affirmative vote first, have members lower their hands, and then ask for the negative vote. This vote will be treated as a division of the assembly.
- **Icon Rising Voting Using Green Checkmark and Red X.** A vote may be taken using the ‘green checkmark’ and ‘red X’ feature at the discretion of the presiding officer. The chair will ask for all members to vote in the affirmative by pressing the green checkmark and those opposed to press the red X. This vote will be treated as a division of the assembly.
- **Roll Call Vote.** A vote may be taken by roll call at the discretion of the presiding officer or by a majority vote. Each member will unmute their microphone and respond with “yes” or “no” when called upon.
- **Roll Call Vote by Chat Box.** A vote may be taken by roll call at the discretion of the presiding officer or by a majority vote. Each member will type “yes” or “no” in the chat box when instructed by the chair. The chair will read each member's name voting in the affirmative or negative for a verbal record to exist for the minutes.

For additional information
Please see the following
documents

- #7 – Benefits of a year-round nominating committee
- #8 – Sample election meeting

Questions?

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