



# 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

This presentation is being recorded and will be  
posted on the NYS PTA website along with several  
accompanying documents to assist you in the  
process

# Nominating Committee Election

- All members must be elected in accordance with the unit's bylaws- *(at least 60 days prior to your election- but can be elected at any meeting prior to that)*
- The bylaws specify the total number of members of the committee, and how many are elected from the executive board, from the general membership and if an alternate is elected
- 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)*
- This is a special committee, not a standing committee

# Election of Committee

- The best option is to have a live meeting for the election of the committee
- Reminder that you need representatives from both
  1. the executive board
  2. general membership

*(this is to ensure representation from all of your membership)*

*The meetings can be held on the same day- Exec Board at 7pm, General Membership at 7:30*

*(If available you could consider having a “hybrid” meeting to allow participation from more members- the NYS website has previously presented webinars on “virtual nominations and elections” and “technology tools” for additional information)*

# Calling the Nominating Committee Meeting

- The chair will select a time and place for the meeting that ALL members are able to attend- only the elected members of the committee may attend

*(if an alternate is elected, they will attend ONLY if another member is unavailable)*

- This meeting should be held in a private setting, free from distractions
- A copy of the bylaws must be available
- Recommendation letters should be sent out by the chair to the membership

*(A google form can be used, or a hard copy can be sent out to be returned to the chair)*

- The chair should have a copy of the current membership list – all nominees must be a member of the association in order to be elected

# Bylaws will state the following

- Officers to be elected and term of office
- If the council delegates are appointed or elected by the membership
- The month of the election meeting and when the proposed slate of officers should be published
- If there is a required two-day notice to run from the floor

# Meeting continued

- Recommendation forms should only be opened at the meeting in the presence of all committee members (*remember these are for information only*)
- 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 a two-year term is specified in your bylaws. No person should be automatically nominated for a second term.
  - Avoid reshuffling the officers

# Meeting continued...

- **All deliberations should be kept confidential\*\***
- Once a slate has been completed, the chair will call the potential nominees
- When the chair has received verbal acceptance from the nominees– they should contact the president so the proposed slate can be published for the membership, according to the bylaws *(This is done by the president)*
- The proposed slate should be kept confidential until all nominees have accepted, and the announcement has been made to the membership
- The chair will need to send a formal acceptance letter to each nominee that should be signed and returned to the chair
- The committee should complete a final written report signed by each member to be included in the minutes of the election meeting

## **Sample Nominating Committee Report to Membership**

*(must be published either two weeks or one month prior to the election meeting according to your 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 25<sup>th</sup>.

You must be a member in order to vote in the election. Membership will be accepted until 5pm on May 23<sup>rd</sup>. There are no absentee ballots – you must be present in order to vote.

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

Intent to run notices must be received by the Nominating Committee chair, Jackie Wilson at [jwilson@comcast.net](mailto:jwilson@comcast.net) by 5pm May 23<sup>rd</sup>.

# Vacancies

What If.....

A nominee who has accepted withdraws their name?

- If it is prior to the election meeting, the committee can reconvene to nominate another candidate
- If there is no time for the committee to meet, then the office will be considered an open position and will be addressed at the election meeting
- If a nominee has already been elected and resigns, it becomes a vacancy and is filled by an election held at an executive board meeting

# The Election Meeting

- Notice of the date of the election should be made to the membership at least 30 days prior to the date of the meeting *(When you publish your calendar at the beginning of the year, you should highlight the date of the election meeting)*
- Follow the guidelines for elections as outlined in the Resource Guide, section 7
- This is a general membership meeting. Those present who can vote must be a member of the association *(the membership chair MUST have a current membership list)*
- A set of “meeting rules” can be sent along with the agenda for the meeting

# Conducting the Election

## Possible Meeting “Rules”

*(These meeting rules should be approved by the Executive Board and written in your procedures)*

1. If there is only one candidate for an office, the election will be by voice vote
2. If there is more than one candidate for an office, the election will be by ballot vote
3. Each candidate will be allowed a two-minute statement stating their reasons and qualifications for running for office.
4. Two tellers will be appointed to count the ballots and certify the election
5. Voting will close immediately after all ballots have been collected
6. Election will be by majority
7. Election results will be announced as soon as possible after the balloting is finished

# Conducting the Election 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 the bylaws*)
- The nominating committee chair announces the proposed slate of officers, and the report is filed with the secretary's minutes
- The president then will announce each office in turn and allow for a voice vote each time
- “For the office of president, the nominee is Joe Santos. All in favor say AYE. You have elected Joe Santos as your president. Congratulations”  
*(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 election and the nominating committee's work is done

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

- The secretary should have ballots and teller sheets *(to tally the results)*
- These can be prepared in advance since you will know the names of the candidates for each office prior to the election meeting
- The nominating committee chair will read the proposed slate of officers
- Taking one office at a time, the president will ask the chair if there were any “notices of intent to run” received

## Scenario #2 continued....

- Any office for which there is more than ONE candidate, must have a ballot vote
- Each office that is being contested should have a separate vote
- Instructions for voting should be given by the president (check only one name, fold ballot in half, hand to teller, etc.)

## Scenario #3 – Candidates may run from the floor

- The president will announce the nominating committee's choice for the office, and then ask if there are any nominations from the floor.
- A candidate can self-nominate, or be nominated by someone else, but must accept the nomination
- Prior to the election, each candidate may be given the opportunity to speak according to the meeting rules
- Names of candidates should be written down on a board or easel or projected on a screen

# Election continued...

- Ballots are distributed and instructions from the president should be given regarding the ballots:
  1. Print first and last name of candidate
  2. Fold ballot in half
  3. Hand ballot to teller *(or place in ballot box)*

*Once the results are announced, the election for that office is over, and the election for the next office can proceed until all officers have been elected*

# Announcing the Results

- The tellers hand the tally sheet to the president
- The president announces the results:

Total votes cast – 40

Needed for election – 21

Joe Santos – 25

Jane Doe – 11

Invalid ballots – 4

You have elected Joe Santos as your president,  
Congratulations!

- The secretary records the results in the minutes

# Important to Note

- The process of nominations and elections can at times become highly contentious and spark controversy
- If your unit is concerned that there may be a contested or controversial election, you can contact your Region Director
- Having the election conducted by an impartial party can help to dispel any notion that the election is not being completed fairly

By following the processes and procedures outlined in this presentation you can assure your membership that your PTA is being transparent and will enable them to have continued confidence in and support for their leadership

Questions?

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