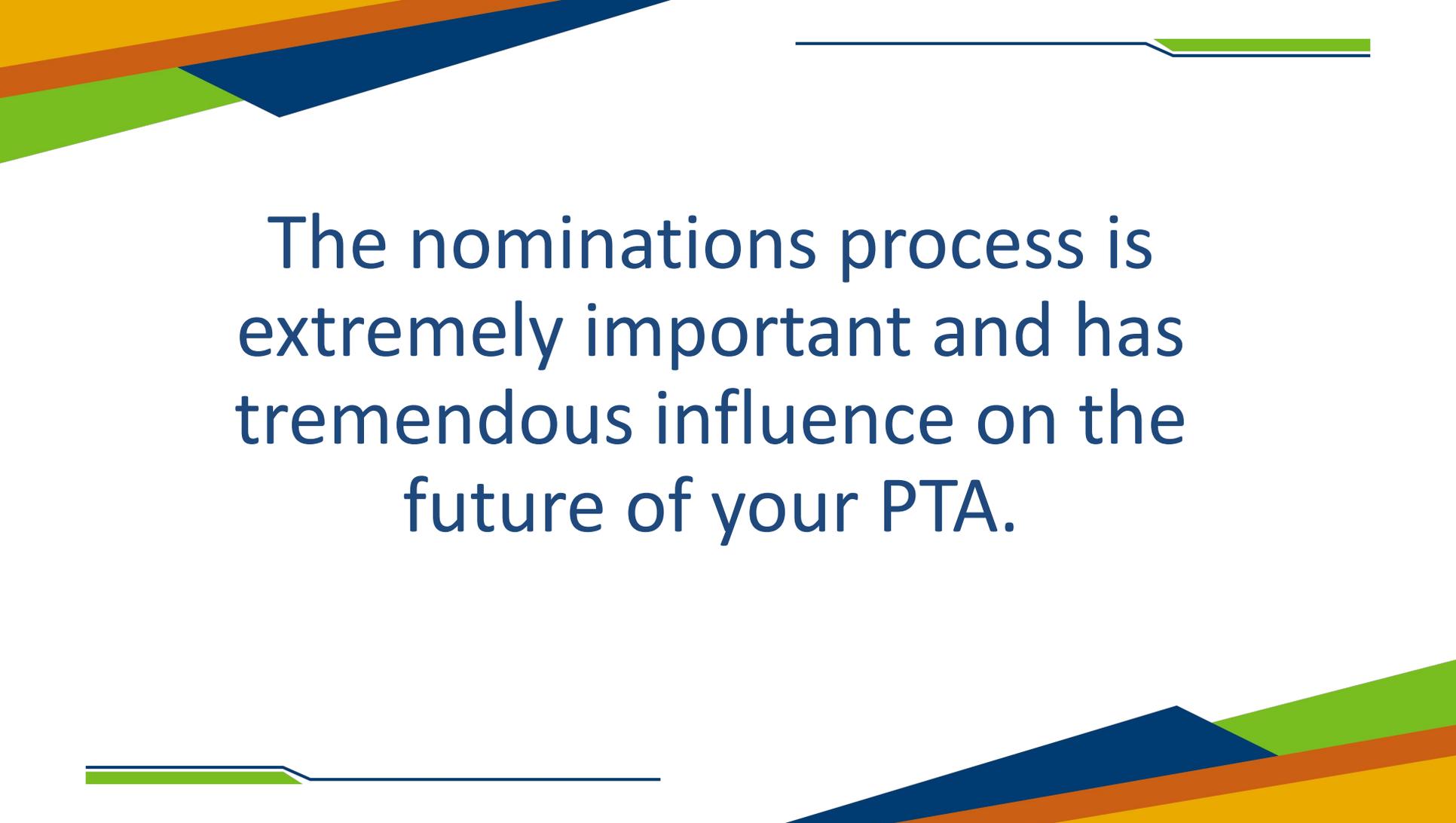


Nominations & Elections (2024 Bylaws Template)

Parliamentarian Mini-Training

November 17th, 2025





The nominations process is extremely important and has tremendous influence on the future of your PTA.



The Nominating Committee

First Step: Consult Your Bylaws

Unit Bylaws: Article V – Officers & Their Election

- Sec. 2: Lists Unit Officers*
- Sec. 4: Nominating Committee Details
- Section 7: States When Election Meeting Is Held

Council Bylaws: Article VI – Officers & Their Election

- Sec. 2: Lists Council Officers*
- Sec. 4: Nominating Committee Details
- Section 7: States When Election Meeting Is Held

*Vice President descriptions are now in Standing Rule 5

Nominating Committee Election

- Elected by the ASSOCIATION *at least 2 months prior* to election
- **Two Parts: members and alternates**
 - **Units:** The number of Members and Alternates is listed in your bylaws (Art V, Sec. 4c).
 - **Councils:** The number of Members and Alternates is listed in your bylaws, along with any requirements regarding representation on the committee from associations and/or the council executive board (Art. VI, Sec. 4c).
- **Who can serve?**
 - Last year's members ineligible
 - President cannot serve
 - Must be a PTA member for at least 30 days prior to being elected
- **How long?** Serve until the election

Nominating Committee Members Must Be:

- Knowledgeable about PTA
- Aware of potential nominees
- Familiar with qualifications
- Willing to devote time
- Able to maintain **confidentiality**
- Representative of your PTA Membership & School Population

First Meeting: Duties of the Parliamentarian

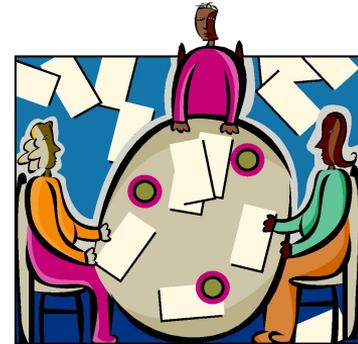
- **Calls the First Meeting of the Nominating Committee**
 - Notifies alternates if an elected member cannot attend the meeting.
- **Conducts election of the nominating committee chairperson**
- **Provides instructions to the nominating committee regarding:**
 - Procedures and timelines
 - Committee Responsibilities and the chair's duties
 - Unit bylaws, standing rules, membership lists
 - Officer positions and job descriptions (CAPTA toolkit)
- **Then leaves, unless an elected member of the Committee**

Nominating Committee: Duties of the Chairperson

- Provides the agenda and schedule for meetings
- Contacts potential nominees and reports back to the committee
- Advises nominees to attend the election meeting and the installation of officers
- Submits the slate of nominees to membership 28 days before the Election Meeting
- Reconvenes the Committee if a nominee withdraws before the election
- Prepares the Nominating Committee Report
- Reads the Nominating Committee Report at the Election Meeting

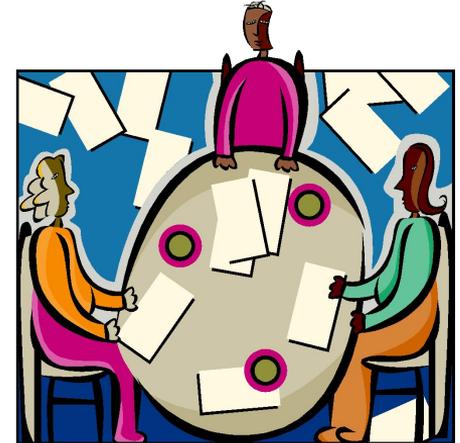
Nominating Committee Meetings

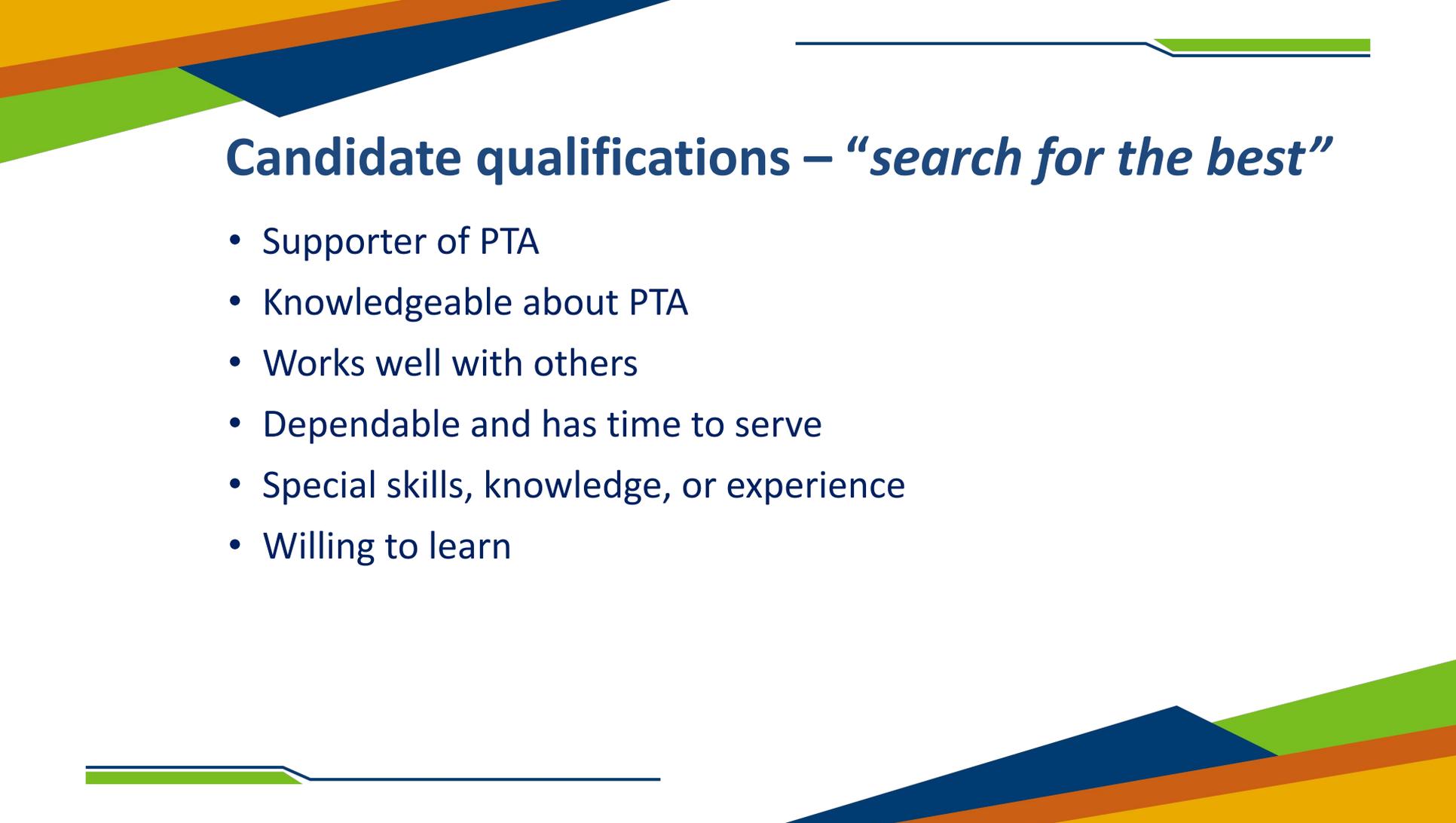
- Meets in executive session – **only committee members can attend!**
- Frank, open, productive discussions
- Confidential deliberations
- Serve until election



Nominating Committee: Deliberations

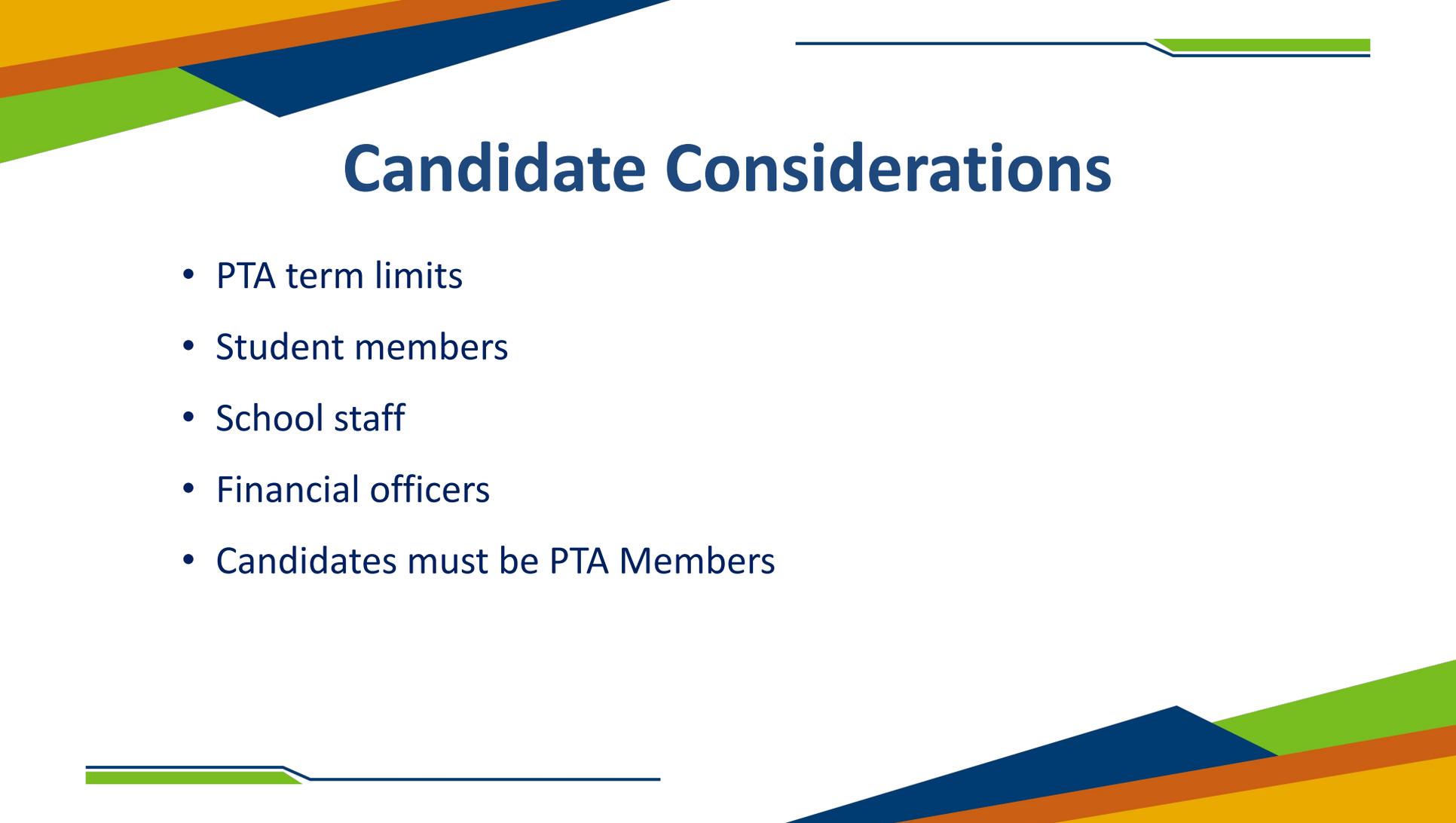
- Review position requirements/duties
- Determine skill sets needed for each
- Identify potential candidates
 - Review membership list(s)
 - Consider using an application or interview process if there is time
- Select best candidates
 - Nominating committee members can be considered
- Provide a balanced slate





Candidate qualifications – *“search for the best”*

- Supporter of PTA
 - Knowledgeable about PTA
 - Works well with others
 - Dependable and has time to serve
 - Special skills, knowledge, or experience
 - Willing to learn
-



Candidate Considerations

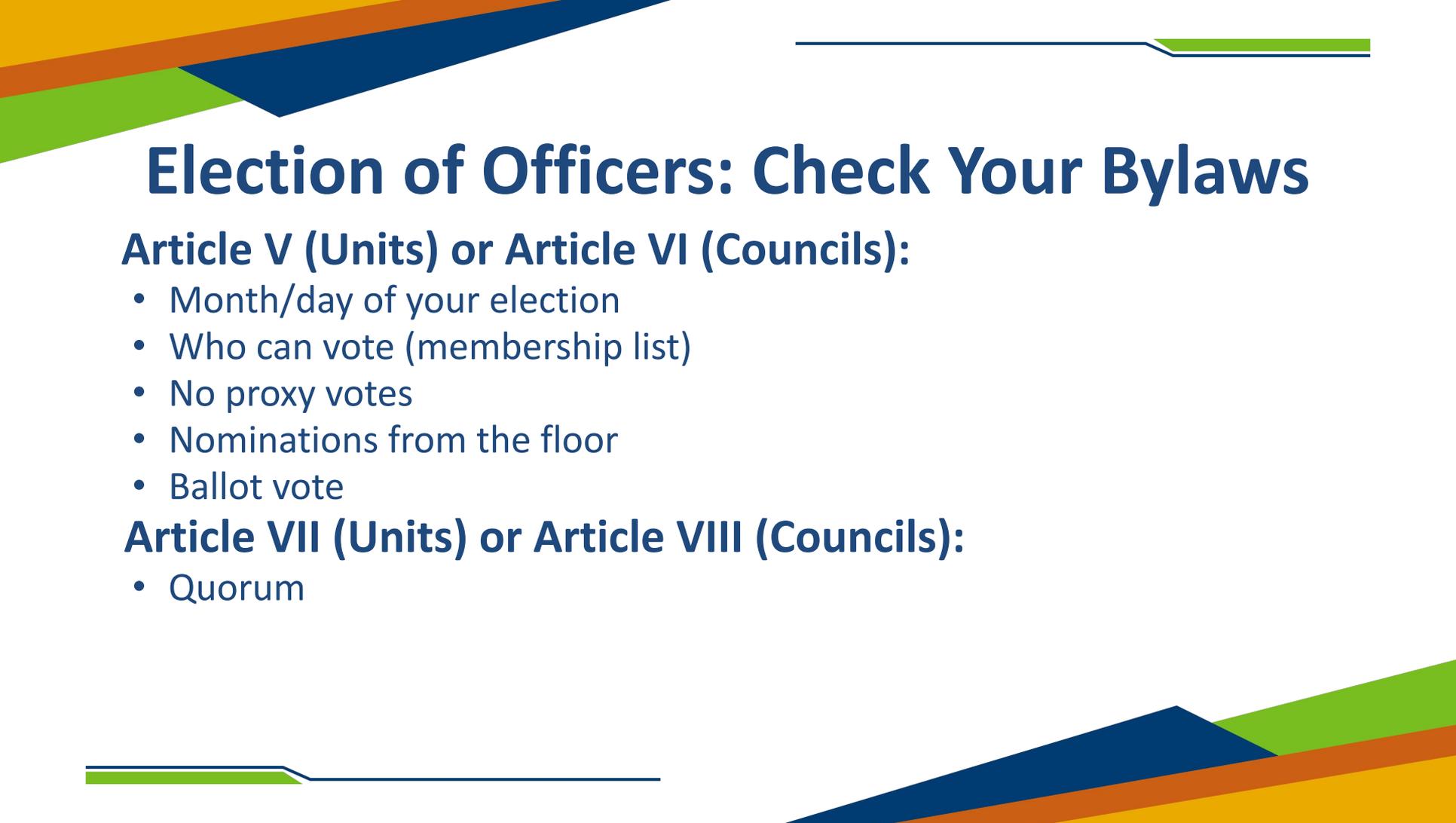
- PTA term limits
- Student members
- School staff
- Financial officers
- Candidates must be PTA Members

Nominating Committee: Contacting Candidates

- **Chairperson contacts potential nominees**
- **Clearly defines responsibilities**
 - Time required & meetings
- **Asks if willing to serve**
 - Makes no promises
 - Doesn't persuade a reluctant individual
- **Gets back to potential nominees after a decision**



The Election



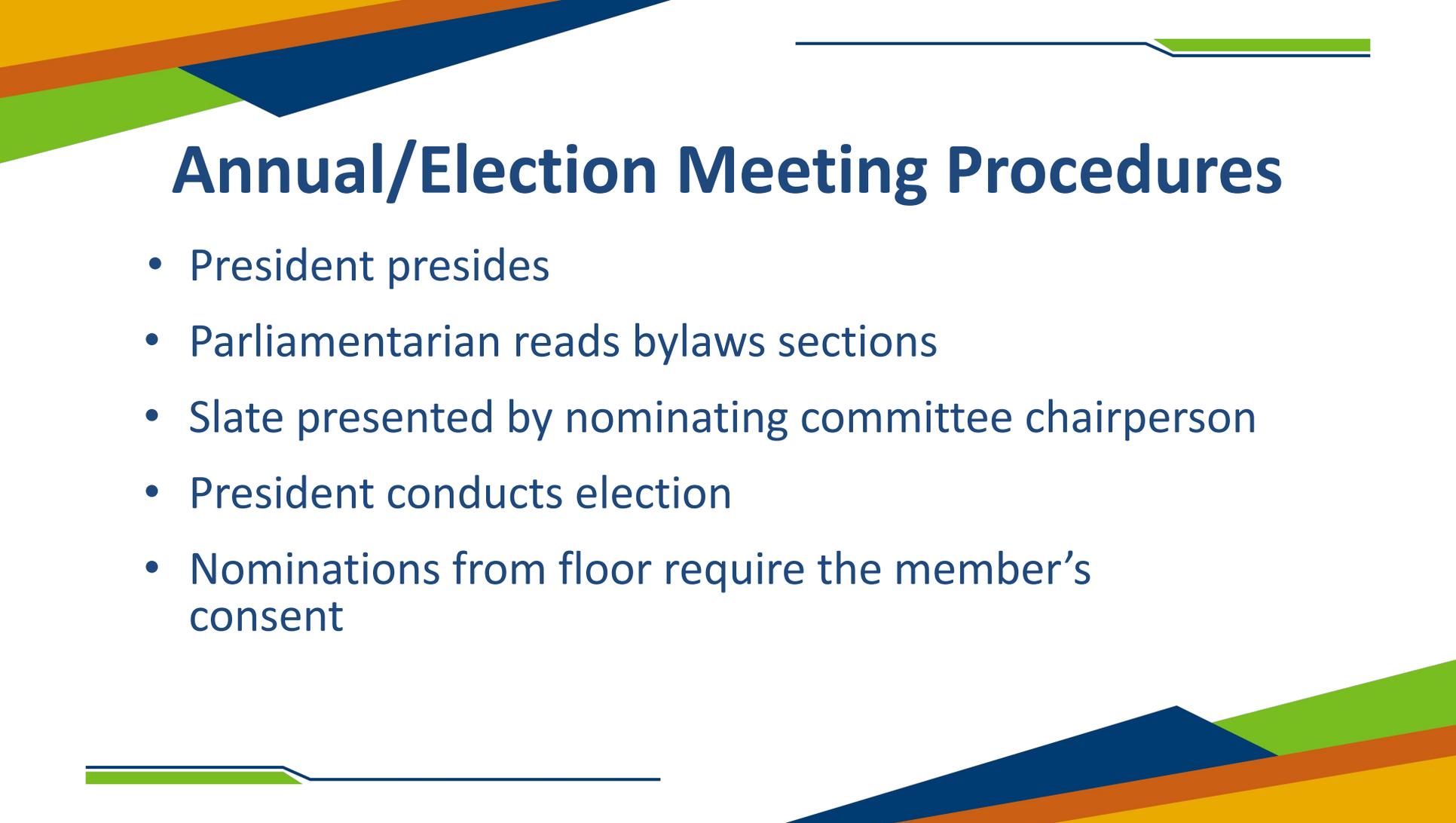
Election of Officers: Check Your Bylaws

Article V (Units) or Article VI (Councils):

- Month/day of your election
- Who can vote (membership list)
- No proxy votes
- Nominations from the floor
- Ballot vote

Article VII (Units) or Article VIII (Councils):

- Quorum



Annual/Election Meeting Procedures

- President presides
- Parliamentarian reads bylaws sections
- Slate presented by nominating committee chairperson
- President conducts election
- Nominations from floor require the member's consent

Election by Voice Vote

Ballot may be dispensed if there is more than one nominee for an office

- “Is there any objection to this procedure?”
 - If there is an objection, a ballot vote must be taken
- Re-read the slate
- Ask for ‘aye’ and ‘no’ votes
- Restate names and offices of individuals elected

Election by Ballot

- Any member may request ballot vote
 - Must be voted upon without debate
- Required if 2 or more nominees
- Tellers distribute, collect, and count



Tellers are:

- Tellers Committee is made of 1 chairperson and at least 2 Tellers.
- Appointed before meeting by president
- Chosen for honesty, accuracy, neutrality, and dependability
- Never nominees
- Announced just before ballot election

Tellers' Procedures & Report

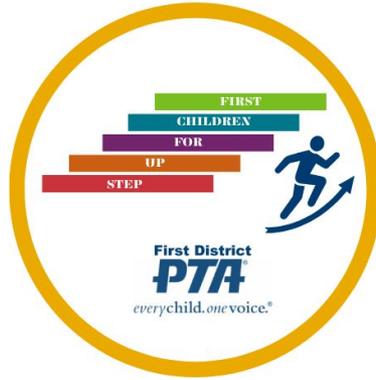
- Count eligible voters
- Distribute, collect and count ballots
- Prepare report
- Teller committee chairperson presents written report to president



Ballot Election: Results

- *Voting continues until one nominee receives a majority of votes cast*
- **President announces results:**
 - Announces who is elected
 - Number of votes cast for each nominee is not announced, unless requested
- **Secretary records full Tellers' Report in minutes**
- **Chairperson of Tellers' Committee makes a motion to destroy the ballots**





Questions?

Thank you!

Lenka Kendall, District Parliamentarian

parliamentarian@pta1.org