Procedure for Election of Officers
at an Association Meeting

1) Written notice of the election meeting and a written report of the nominating committee must be provided to the membership at least 30 days prior to the annual meeting.

2) Place the election on the association meeting agenda under “New Business.”

   President states: “The next business is the election of the officers for the next school year. Our parliamentarian, ________, will now read Article V, Sections 4,5,6 & 7 of our bylaws, pertaining to the election of the nominating committee.”

3) Parliamentarian reads:

   “ARTICLE V - OFFICERS AND THEIR ELECTION

   SECTION 4.
   a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
   b. Nominees for the offices of president, treasurer, financial secretary and auditor shall not be related by blood or marriage or reside in the same household.

   SECTION 5.
   The privilege of holding office shall be limited to members of the association whose dues are paid and who have been members of the association for at least thirty (30) days previous to nomination.

   SECTION 6.
   The privilege of nomination and election to office for the ensuing year in this PTA may be extended to individuals who are already members in any PTA or school in good standing and who, upon nomination to office, pay dues to this PTA in order to qualify as a member at the time of assuming office.

   SECTION 7.
   Election shall be held by ballot at the annual election meeting in __________. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.”

4) President then states: “The (revised) report of the Nominating Committee will be read by the Chair, ____________.”

5) Nominating Committee Chair: “The Nominating Committee is pleased to present the following nominees for the 2004-2005 PTSA Board:

   President
   Executive Vice-president
   1st VP
   2nd VP
   3rd VP
   4th VP
   5th VP
   Secretary
   Treasurer
   Financial Secretary
   Auditor
   Historian

6) President then states: “Thank you to the members of the Nominating Committee: ____________, ____________, ____________, ____________, ____________. According to our bylaws, nominations from the floor are now in order.

   ________ has been nominated for president, are there further nominations for president? (pause).
   ________ has been nominated for executive vice-president, are there further nominations for executive vice-president? (pause).
   ________ has been nominated for 1st VP __________, are there further nominations for 1st VP __________? (pause).
   ________ has been nominated for 2nd VP __________, are there further nominations for 2nd VP __________? (pause).
   ________ has been nominated for 3rd VP __________, are there further nominations for 3rd VP __________? (pause).
   ________ has been nominated for 4th VP __________, are there further nominations for 4th VP __________? (pause).
   ________ has been nominated for 5th VP __________, are there further nominations for 5th VP __________? (pause).

January 5, 2006
Procedure for Election of Nominating Committee
at an Association Meeting

1) Place the election of the Nominating Committee on the association meeting agenda under "New Business."

2) President states:
   "The next business is the election of the Nominating Committee. Our parliamentarian, ____________, will now read Article 5, Section 3 of our bylaws, pertaining to the election of the nominating committee."

3) Parliamentarian reads:
   Article V, Section 3, of the bylaws pertaining to the election of the committee: Nominations for office shall be made by a nominating committee which shall be elected by the association. The nominating committee shall be elected at least two months prior to the annual election meeting. The committee shall serve until the annual election meeting. The nominating committee shall be composed of ______ members, with ______ alternates, all of whom shall be members of this PTA/PTSA. The principal of the school, or a faculty representative appointed by the principal, if not an elected member of the committee, shall serve in an advisory capacity. The president shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chairman. No member shall serve on the nominating committee for 2 consecutive years. Immediately upon its election the parliamentarian shall meet with the nominating committee to set the date of its first meeting. Alternates shall not attend meetings, unless an elected member cannot be present. In that event, the alternate becomes the permanent member, replacing the elected member until such time as the committee is discharged of its duties (at the time of election). The report of the nominating committee shall be submitted to the membership at least 30 days prior to the annual election meeting. At the annual election meeting in ______ additional nominations must be called for from the floor.

4) President then states:
   "Nominations are now in order for ______ members and ______ alternates to serve on the Nominating Committee."

5) Members in the audience make nominations one by one. A second is not needed. The president repeats after each name:
   "__________ has been nominated. ____________ has been nominated. _________ has been nominated.
   ____________ has been nominated. ____________ has been nominated. _________ has been nominated as an alternate. ____________ has been nominated as an alternate."

6) After a sufficient number of members have been nominated, the president states by name those nominated and asks,
   "Are there further nominations?" (Pause)
   "Hearing none, the chair declares the nominations closed."

7) President states:
   "Those in favor of electing: ____________, ____________, ____________, ____________, and ____________ to serve on the nominating committee say 'aye.' Those opposed, say 'no.'"

   "Those in favor of electing ____________ and ____________ to serve as alternates on the nominating committee say 'aye.' Those opposed, say 'no.'"

8) President announces:
   "The Nominating Committee is elected."

9) President instructs the Nominating Committee, and alternates, to meet with the Parliamentarian.
   "Thank you for serving on the Nominating Committee, immediately after this meeting please meet with the Parliamentarian."