

GUIDELINES FOR ELECTION OF OFFICERS

PRES: "The next business before the assembly is the election of officers. The secretary will please read that section of the bylaws pertaining to the election of officers." (Be sure to have checked with the secretary to insure proper sections being read.)

PRES: "We will now hear the report of the Nominating Committee."

CHAIRMAN OF THE NOMINATING COMMITTEE:

"Madam President (pauses for recognition by chair) the Nominating Committee places in nomination the following names:

- For President _____
- For Vice president _____
- For Secretary _____
- For Treasurer _____

Signed, _____

(The chairman then hands the president a copy of the Nominating Committee report.)

PRES: "The Nominating Committee has named the following persons as nominees for officers of the _____ PTA for the coming year:

- For President _____
- For Vice president _____
- Etc.

PRES: "_____ 's name has been placed in nomination for the office of president. Are there any further nominations?" (Always allow plenty of time for nominations from the floor.)

(Continue through each office in the same manner)

"Are there further nominations for any of these offices?"

If after waiting a reasonable length of time, no further nominations are forthcoming, the president may close them by a common consent motion: "Hearing no further nominations and if there are no objections, the chair declares nominations closed."

There can also be a motion from the floor to close nominations. It takes a 2/3 vote to close.

PRES: " _____ has been nominated for president
_____ has been nominated for vice president.
_____ has been nominated for secretary.
_____ has been nominated for treasurer.

As many as are in favor of electing this slate of officers say 'Aye'. As many as are opposed say 'No'. The 'Ayes' have it and you have elected your officers for the coming year."

(Most bylaws provide that where there is but one nominee for each office the election may be by voice, but in the event that someone is nominated from the floor, the president appoints four tellers who distribute, collect and count ballots and report to the assembly the result of the vote. The president rereads the tellers' report and declares who is elected.)

NOTE: Where there is but one nominee for each office, a member may move "That the nominating slate become the elective ballot".