

# NOMINATING COMMITTEE GUIDELINES

*MCCPTA* – adapted from PTA Parliamentary Procedures Workbook

## Definition

**“A nomination is a proposal that a person serve as a member of a committee, delegate or an office.”**

*Robert’s Rules of Order Newly Revised*

## Conducting Elections

The election of officers is held according to the bylaws. The president calls upon the “teller” to read the sections of the by-laws pertaining to nominations and elections. The president, even if she is being nominated for office, then conducts the election of officers.

The president calls for nominations from the floor. Members will receive paper ballots in which the members will hand write the nominees names. The secretary will pass out ballot slips. Members will write down nominees as indicated for each position, even if there is only one candidate running for the office. The ballot slip will have “yay” or “nay” for each candidate. Once all nominations are made for each position, candidates are allowed 3 minutes to state to the membership what makes them qualified to serve.

When voting, members may only have one “yay” vote under each office. Members may vote “nay” even if there is only one candidate. If the majority of votes for a candidate is “nay” and there are no other candidates, that position will remain open.

## Illegal Ballots

All votes, including illegal ballots must be reported. Illegal ballots are:

- Two ballots folded together
- A ballot containing the names of too many candidates
- An unintelligible ballot (spelling). If the meaning is doubtful, and the ballot would not affect the results of the election, it should be ignored. If the ballot would affect the outcome, it should be shown to the chair who would ask the assembly for a ruling.

All illegal ballots are taken into account to determine the number required for a majority of ballots cast.

## ELECTION PROTOCOL:

(After the teller has read the portion of the bylaws pertaining to elections, the president says

President: Are there nominations for the office of **president**?

Member: (Rising) Madame President, I nominate \_\_\_\_\_ for president.

Are there any further nominations for president? (After a reasonable pause)

If not, nominations for the office of president are closed. Teller lists names on board.

Members transfer the names to their paper ballots.

Are there any nominations for the office of **vice-president**?

Member: (Rising) Madame President, I nominate \_\_\_\_\_ for vice president.

President: \_\_\_\_\_ has been nominated. Are there any further nominations for vice-president? (pause)

If not, nominations are closed. Teller lists name/s on board.

(After the teller has read the portion of the bylaws pertaining to elections, the president

President: Are there nominations for the office of **secretary**?

Member: (Rising) Madame President, I nominate \_\_\_\_\_ for secretary.

Are there any further nominations for secretary? (After a reasonable pause)

If not, nominations for the office of secretary are closed. Teller lists names on board.

President: Are there nominations for the office of **treasurer**?

Member: (Rising) Madame President, I nominate \_\_\_\_\_ for treasurer.

Are there any further nominations for treasurer? (After a reasonable pause)

If not, nominations for the office of treasurer are closed. Teller lists names on board.

The same procedure will be followed for the offices of 1<sup>st</sup> VP and 2<sup>nd</sup> VP.

After nominations have been closed, the presiding officer will re-read the entire list of nominees, asking the candidates to stand as their names are read. Next, each candidate will be given 3 minutes to speak.

Nominations for an office may be reopened by a motion to reopen nominations and a 2/3 vote.

1. Ballots are cast by qualified members.
2. The tellers collect the votes and retire to a private room to count votes.
3. The chairman of the teller's committee returns with a written report, signed by all of the tellers, which he reads and then hands to the presiding officer. The teller's report should include:
  - Number of votes cast
  - Number needed to elect
  - List of candidates in order of number of votes received.
  - Number of votes received after each name
  - Number of illegal ballots

This procedure is repeated for each contested office. The president rereads the report and announces the results for each office.

President: (after reading the number of votes received by each candidate for president): \_\_\_\_\_ having received a majority of the votes cast is elected president.

Note:

☐ If no candidate receives a majority of the votes cast for the office, there is no election and it will be necessary to rebalot for the office. The complete teller's report must be recorded in the minutes.

☐ Elections may also be held after nominations for each office have been closed. This allows members who aren't elected to one office to be nominated for others.

☐ Nominations for an office may be reopened by a motion to reopen nominations and a 2/3 vote.

☐ PTA Bylaws do not allow proxy votes or electronic votes

☐ PTA membership is open at all times. People may join the PTA in order to vote.

*Parliamentary Procedure/Handout*

## **SAMPLE TELLERS'S REPORT**

FOR PRESIDENT:

Number of votes cast	118
Necessary to elect	60
Marcy Bocoop received	74
Lacy Curtin received	40
2 ballots folded together – rejected	
2 ballots for Clem Entine – ineligible	

Signed:

Wanda Dance  
Shirley Weil  
Mike Graphone