Election Time Already?

As identified in the BYLAWS the PTA is a membership organization that elects the officers of the organization to serve. The elected Executive Board will steer the direction of the board for that school year.

Each year each PTA has two elections:
1. Electing the Nominating Committee
2. Electing the Executive Board Members

Nominating Committee

The Nominating Committee (NomCom) is a group of current PTA member who are elected to find the best candidates for your PTA to be the Executive Board for the following year. NomCom members must be current PTA members for at least 30 days prior to the NomCom election. This is to prevent disgruntled non-PTA members from joining the day of the election and stacking the deck on the NomCom Committee.

The election month for the Nominating Committee is in your Bylaws and can be as early as the first General Meeting in September or October or as late as January or rare cases February. All PTA members must have at least 30 days notice of this meeting, but website posting and newsletter alerts count. Ask your principal to send out an all-call over the phone system.

The size of the Nominating Committee is called out in your bylaws.

The job of the NomCom is to find the best candidates to serve on next school year’s board, so it is good to have a sampling of members who represent most of the grades in your school. The contact information for the NomCom should be made available to the members so that the members can make recommendations for the various officer positions. Ideally the NomCom will find a person for each position defined in your Bylaws. The list of recommended members for the Executive Board is called the Slate of Candidates.

It is the job of the Nom Com to present the Slate of Candidates to the current Executive Board 30 days in advance of the Officer Election. The current Executive Board accepts the Slate of Candidates and announces it immediately to the members, either via website posting, emails, phone calls or a letter home.

Officer Elections

The election month for Officers is specified in the Bylaws, but typically elections are in the month of March or the first two weeks in April, but can take place in February. All PTA members must have at least 30 days notice of this meeting, but website posting and newsletter alerts count. Ask your principal to send out an all-call over the phone system. All voters must be members of the PTA for at least 30 days prior to the election. This is to prevent a disgruntled group of non-members from taking over on election day.

Usually the slate of candidates which are recommended by the NomCom is the group of officers which are elected. But this is not always the case…
For the elections, the Nominating Committee Chairman gives the report (reads the people selected to be elected). The current president accepts the Nominations. Then the President asks if there are any nominees for any of the positions. These are called **nominations from the floor**.

If there are no extra nominations the election can proceed and the **slate of nominees** can be elected with one vote or each officer can be elected individually. If there are multiple candidates then the election must **proceed with a ballot for all contested offices**, but the single officer slates can be elected by voice vote as a group or individually.

**Typical problems when running elections**

**We didn’t elect a Nominating Committee**: No problem – get the word out about the General Election of Officers. Make sure you give 30 days notice for the **officer election** and let members know that all nominations will be coming from the floor. Be sure that you have a current list of PTA members. Voters still have to be members 30 days prior to the election.

**We didn’t slate all officer positions with candidates** – Sometimes the NomCom **slate of candidates** is a little light. As in the case above – get the word out about the election and let your members know which Executive Board positions are still not slated. Send out the list of Candidate that are slated so that members know who is interested in the various positions.

**We didn’t find a candidate for president** – Just because the PTA does not have a candidate for President in March does not mean that the PTA will not have a president in June. In this case too, run the election and elect the rest of the incoming board. If no one volunteers from the floor, it is the job of the **incoming board members** to find a president and they have some time to do so.

**We didn’t get quorum for our election** – Make sure your election has some fan fare or a program attached to the meeting which brings members in. If you missed your election, immediately choose a new election date and get the word out. Since you have already given 30 advance notice for elections, the next meeting can be scheduled for the next day, the next week or at a time that you think will get the most interested members in attendance. This rule stands for Nominating Committee Election and Officer elections.

**After the election**

**Current President - Send the list of elected officers to the Council PTA even if there are holes in your roster**. When the new fiscal year begins in July, we at the council send out emails to the new board members. If we do not have contact information then they will not know about the summer trainings or the school year meetings.

Send in the roster even if the roster is missing the President, Secretary or Treasurer. The officers that are elected can contact the Council and get the PTA moving along.

You can still look for officers after the election for the open positions. These new officers are elected by the incoming Executive Board at an Executive Board meeting. Be sure to record this in the minutes.