

## PTA ELECTION CHECKLIST

### ☐ **VERIFY DATE FOR ELECTION MEETING IN BYLAWS:**

- ☐ Notify membership of election date at least 30 days before meeting
- ☐ Post prepared slate of officers at least 28 days before meeting
- ☐ Secretary – Brings current membership list to meeting

### ☐ **PRESIDENT – PRESIDES AT ELECTION MEETING:**

- ☐ Parliamentarian – Reads sections of bylaws related to nominations and elections
- ☐ Chairman of nominating committee – Reads the Report of the Nominating Committee
- ☐ President – Restates the slate of nominees and asks each person named to stand

### ☐ **PRESIDENT – CONDUCTS ELECTION:**

- ☐ Opportunity is given for nominations from floor for each office
- ☐ Nominations do not require a second, only the nominee's consent
- ☐ If there is only one nominee for any office, the ballot vote for that office may be dispensed with and the election held by voice vote.

### ☐ **HOW TOS – BALLOT VOTE:**

- ☐ Required if there are two or more nominees for an office
- ☐ Eligibility to vote is verified by checking the membership list
- ☐ President appoints a Tellers Committee (a nominee cannot serve as a teller):
  - ☐ Tellers – Distribute, collect and count the ballots
  - ☐ Count eligible voters to determine total number of ballots
  - ☐ A nominee may designate a person to observe the ballot count

### ☐ **TELLERS COMMITTEE – COUNT VOTES AND PREPARE REPORT WITH:**

- ☐ Total eligible voters
- ☐ Total votes cast
- ☐ Number needed to elect (majority vote – 1/2 plus one)
- ☐ Number received by each nominee
  - ☐ Tellers Report is given to president

### ☐ **PRESIDENT – ANNOUNCES RESULT OF VOTE AND NAMES THOSE ELECTED:**

- ☐ If a nominee does not receive a majority vote, the ballot is repeated
- ☐ Teller's report is included in the Minutes

### ☐ **CHAIRMAN OF TELLERS COMMITTEE – MAKES A MOTION TO DESTROY BALLOTS**