



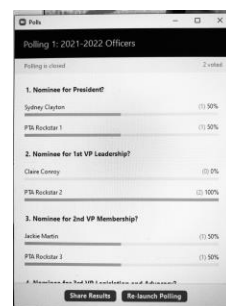
INSTRUCTIONS FOR CONDUCTING “VIRTUAL” UNIT ELECTIONS

It can be nerve-racking to stand in front of your membership and conduct elections. Consider taking these steps when preparing for your election.

STEP 1

Before your meeting, set up a poll in Zoom with your slate. This is just in case there are nominations from the floor.

Instruction LINK: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>



PLEASE NOTE: You must make this poll anonymous!

STEP 2

Make sure your Parliamentarian OR Membership Chair has the current Membership list for voter eligibility. During Roll Call your Parliamentarian OR Membership Chair will verify voter eligibility of attendees.

STEP 3

Before the election begins, Parliamentarians must verify quorum again. Non-eligible attendees must be moved to the Zoom waiting room for the duration of the voting process.



STEP 4

ELECTION SCRIPT



PRESIDENT: “We will now conduct our elections. Would the parliamentarian please read the sections of the bylaws pertaining to elections?”

PARLIAMENTARIAN: *The parliamentarian reads aloud the following:*

“Each Officer or board member of this Association shall be a member of this Association.

(Note: Complete and read this paragraph exactly as written in Article V, Section 2. from YOUR bylaws.)

The Officers of this Association shall be a president, *executive vice president*, _____ (_____) vice presidents, *recording secretary*, *corresponding secretary*, treasurer, *financial secretary*, auditor, historian and parliamentarian. These Officers shall be elected annually with the exception of the *corresponding secretary and the parliamentarian*, who shall be appointed by the president subject to the ratification of the executive board.

Nominations for office shall be made by a nominating committee which shall be elected by the Association.

The report of the nominating committee shall be submitted to the membership at least twenty-eight (28) days prior to the annual election meeting. At the annual election meeting, additional nominations must be called for from the floor.

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.

Individuals who are current members in any PTA or PTSA school in good standing must pay dues to this Association upon nomination to office in order to qualify as members at the time of election.

Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.

Nominees for the offices of president, treasurer, *financial secretary*, auditor, or any elected Officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.

Election shall be held by ballot at the annual election meeting in March. 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.

Officers shall serve for a term of one (1) year.

No Officer shall be eligible to the same office for more than two (2) consecutive

terms or hold more than one (1) elected or appointed office.

Officers shall assume their duties on June 1.

No Officer shall serve past the start of the next term unless elected to serve in that term. A person who has served in an office for more than six (6) months of a full term shall be deemed to have served a full term in such office.

If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board elect."

PRESIDENT: "Will the chairman of the nominating committee please present the committee report?"

NOMINATING COMMITTEE CHAIRMAN: *(The chairman reads the prepared report that states the slate of nominees, the nominating committee members, and the date of the report. The chairman's part in the elections is concluded.)*

PRESIDENT: "Thank you." *(The president then rereads the report of the nominating committee and asks each nominee to stand or raise their hand.)* "According to our bylaws, nominations from the floor are now in order. For president, _____ is nominated. Are there further nominations from the floor?" *(Give a few moments for response.)* "Seeing none, the nominations for president are closed."

"_____ has been nominated for executive vice president. Are there further nominations from the floor? *(Give time for response.)* Seeing none, the nominations for executive vice president are closed."

(The president then goes through each elected position as specified in the bylaws asking for nominations from the floor.)

(Should a nomination be received for an office that has no candidate, that election can be held by voice vote. Should a nomination be received for an office with a candidate, a ballot election must then be held for that office or offices; a ballot election must also be held at the request of any member of the association. See section below for information regarding a ballot.)

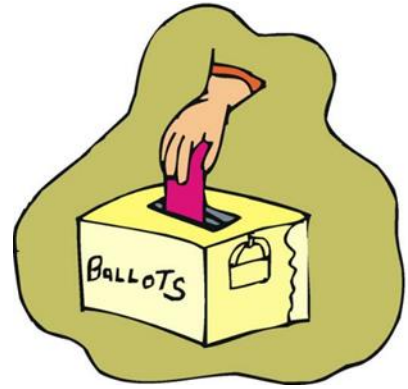
PRESIDENT: *(The president then reads the candidates and offices.)* "As there are single candidates for each office (if there are), we will conduct the elections by voice vote. Is there any objection to this procedure? *(If no one has called for a ballot vote, elections continue.)* All those in favor of electing _____ as president, _____ as executive vice president ... *(reads all the names)* say 'Aye.' Those against, say 'No.' The ayes have it and you have elected the following officers." *(The president then restates the names and offices of those elected. The "voice vote" election is concluded.)*

STEP 5

If there are no nominations from the floor, congratulations!
Your officers have been elected!

STEP 6

NOTE: WHEN A BALLOT VOTE IS NECESSARY



If there are nominations from the floor, you must conduct a virtual ballot vote.

Follow these instructions.

- The President appoints a Tellers Committee of 2 or more PTA members and a chairperson, whose duties are to witness and verify the vote count. They will fill out the report of the Tellers Committee. The Tellers cannot be on the slate. The association has to ratify the appointment of this committee.
- President amends the existing poll in Zoom to reflect the nomination(s) from the floor.
- **Before the vote, remove all co-host permissions in Zoom so everyone can vote (minus the Zoom host).**
- President will announce the time allotted for members to vote. (one minute should suffice, but no more than two minutes maximum)
- Once the time has expired and the vote is complete, before you share the results, make your Tellers co-hosts in the Zoom Meeting.
- The host (most likely the President) will need to assign the Tellers to a breakout room to review the number of voters as well as the winners. Once there, they need to fill out the following report:

The results of the voting are reported by the chairman of the tellers, in writing, to the president, as follows:

Number of members present at meeting and eligible to vote: _____

Number of votes cast: _____

Number needed to elect: _____

(Nominee) _____

Received _____

(Nominee) _____

Received _____

- Once the Tellers complete the report, they and the host return to the meeting. The Teller Committee Chairperson puts the completed report in the chat and then the president must read the results to the association. The recording secretary should

attach this report to their minutes. *(This procedure is repeated for each contested office. The president announces who has been elected to office.)*

It is permissible to use these two procedures in one election by using voice vote for uncontested offices and a ballot for those that have two or more nominees.

A challenge to the election procedure or outcome must be made during the election meeting.

STEP 7

To conclude the election the President states the following:

PRESIDENT: “Congratulations to the following officers who have been elected to the executive board for next year.” *(The president then restates the names and offices of those elected. The “voice vote” election is concluded.)* “The election is concluded.”

