



*everychild.onevoice.®*

*The mission of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for ALL children.*

Link to Arizona Local  
Unified Bylaws



## **NOMINATIONS & ELECTION GUIDE**

For Presidents, Parliamentarian, and  
Nominating Committee Members

A guide, forms, and scripts to aid in the nominating process from electing the nominating committee to the election of officers for PTA.

# GENERAL CONTACT INFORMATION

## Arizona PTA

2721 N. 7<sup>th</sup> Ave.

Phoenix, AZ 85007

Phone: 602-279-1811

Email: [office@azpta.org](mailto:office@azpta.org)

Web Site: [www.azpta.org](http://www.azpta.org)

FACEBOOK: Arizona State PTA

[https://www.facebook.com/AZPTA/?fref=ts&ref=br\\_tf](https://www.facebook.com/AZPTA/?fref=ts&ref=br_tf)

## National PTA Headquarters

1250 N. Pitt Street

Alexandria, Virginia 22314

Phone: (312) 670-6782

Toll Free: (1 800 307- 4PTA)

Fax: (703) 836-0942

Email: [info@pta.org](mailto:info@pta.org)

Website: [www.pta.org](http://www.pta.org)

FACEBOOK: National Parent Teacher Association

[https://www.facebook.com/ParentTeacherAssociation/?fref=ts&ref=br\\_tf](https://www.facebook.com/ParentTeacherAssociation/?fref=ts&ref=br_tf)

# LOCAL UNIT INFORMATION

Complete the information below and use it as a reference. Please refer to the Arizona PTA website to obtain this information. ([www.azpta.org](http://www.azpta.org))

Local Unit Number (LU#): \_\_\_\_\_

Local Unit Name: \_\_\_\_\_

Region: \_\_\_\_\_

Region Director: \_\_\_\_\_

Region Director's Email: \_\_\_\_\_

## Electing the Nominating Committee

A successful election is important to a smooth transition for a PTA from year to year. All members are invited and encouraged to get involved in this important process. Nominating Committees are elected by the membership, never "formed" or appointed.

- Adhere to your PTA's bylaws and Standing Rules when electing the committee members.
- No one automatically serves as a committee member or alternate because of their position or title, including the principal.
- 

A PTA can be no more effective than its leadership. The Nominating Committee is a special committee that holds the key to a successful PTA! The committee is responsible for presenting the nominees for office.

### **CHOOSING THE COMMITTEE & FIRST MEETING**

- Per the Bylaws, the \_\_\_\_\_ PTA Nominating Committee consists of three (3) members. The committee will be elected at a membership meeting as stated in your bylaws or standing rules. Each person who is elected to serve must be a member of your PTA.
- The newly elected committee, formed at the Membership meeting, will meet immediately after the meeting. At that time, the committee will be provided with a notebook of instructions and a committee chair will be chosen by the committee. The chair is chosen at the discretion of the committee.
- Committee members should exchange contact info at that time and sign the ***Confidentiality Agreement***. It is important that the agreement is signed by all members before any discussion regarding officer candidates takes place.
- If the committee agrees, the new chair can distribute the ***Officer Interest Form (or link to online form)*** as soon as possible and the committee can begin soliciting suggestions for nominees. This form can be found in the Nominating Committee notebook.
- The committee must choose a deadline for the form to be turned in by. It is the committee's decision on when the form is due - just remember that the *slate of officers must be announced at a Membership Meeting prior to the election meeting*. The Parliamentarian can tell you the exact date of the election meeting so the committee can plan accordingly.

## **Nominating Committee Information**

Please save a copy of all blank forms to be provided to the next nominating committee.

This Nominating Committee Kit includes the following documents:

- Nominating Committee Guidelines and Duties
- Nominating Confidentiality Agreement
- Nominating Committee Report
- Office Interest Form (if not online)
- Your Local PTA Bylaws
- Officer Election Script (including wording for a Teller's Committee)
- 

### **Board Candidate Qualifications to consider when slating**

One nominee should be selected for each office. In the event the Nominating Committee cannot secure a nominee, the position will be marked "OPEN" and nominations from the floor shall be called for at the election meeting.

#### **Suggested Qualifications:**

- Knowledgeable about and adheres to the Vision, Mission, Purposes, and basic policies of PTA.
- Willing to attend continuing training for PTA.
- Willing to make PTA a high priority in his or her schedule.
- Prior experience in either PTA or other organizational work.
- Is ethical and has a sense of justice and fairness.
- Exhibits enthusiasm for PTA.

### **Conducting the Election Meeting and Writing the Report**

1. Please see committee guidelines for more information.
2. Prepare a written report, available in this document. Have the chair and members who agree with the report sign off. (Only a member who does not sign the report can nominate from the floor)
3. Make the report public according to bylaws, at a membership meeting before the election meeting.
4. The chair reads the report, and then hands off the report to the president/chair who will conduct the elections. See the script in this document.
5. The Nominating Committee is dissolved once the report is read.
6. Pre-arrange for someone to "move" and "second" to destroy ballot votes if the election is by ballot.

## NOMINATING COMMITTEE GUIDELINES

### **FIRST COMMITTEE MEETING (usually directly following the election of nominating committee)**

- Once elected and a chair has been decided, the real work begins.
- If the committee agrees, the new chair can distribute the ***Officer Interest Form (if not online)*** as soon as possible and the committee can begin soliciting suggestions for nominees.
- The committee must choose a deadline for when the form should be turned in. It is the committee's decision on when the form is due - just remember that the *slate of officers must be announced at a general membership meeting before the election meeting.*

### **SECOND COMMITTEE MEETING - Choosing the slate of officers**

- Schedule a date and time for the committee to meet to discuss the candidates. If the ***Confidentiality Agreement*** has not been signed, then those signatures must be secured at this meeting.
- The committee will review all ***Officer Interest Forms*** that were collected. The committee should also review and be familiar with PTA Officer Job Descriptions (***Plans of Work***) and PTA Board Expectations (if applicable)
- The committee should contact prospective candidates and ask any questions necessary to determine if they are qualified for a position. Allow time for a candidate to consider the position before asking for their decision.

Sample areas to ask officer candidates about:

- PTA experience
  - Other board experience
  - Conflict resolution skills- how do you typically resolve conflict?
  - Communication skills
  - Organization skills
  - Leadership skills
  - Financial Experience
  - Other experiences/skills
  - Availability/time to perform the duties of the office and board expectations.
  - What gifts/skills/talents/hobbies do you have?
  - What gives you energy? What do you get excited about?
  - What drains you? What do you not enjoy doing?
- If a member of the Nominating Committee is also a candidate for a position, ask that member to leave the room during the discussion regarding his or her qualifications. That committee member can be present for the discussion of other candidates for office and may vote.
  - Secure the agreement of a majority of the committee members to slate a nominee. One nominee is chosen for each officer's position. If the committee cannot secure a nominee for a position, the president will call for nominations for that position from the floor at the election meeting.

- Contact each slated candidate and confirm they accept the nomination, job responsibilities, and board expectations. If more than one person was interested in a position, make sure the other candidate(s) is contacted and kindly informed that they were not slated for the position and let them know the procedure if they choose to run from the floor.
- Complete and sign the ***Nominating Committee Report*** which can be found in the Nominating Committee notebook. Report “Open” for any position(s) in which a nominee could not be secured.

#### **AT THE ELECTION MEETING**

- The chair of the nominating committee must attend the election meeting and will read the report to the general membership. The Nominating Committee is dissolved once the report is read.

Blank forms should be in the Nominating Committee kit:

- ***Confidentiality Agreement***
- ***Officer Interest Form***
- ***Nominating Committee Report***

Your job is complete! Thank you for serving on the Nominating Committee!!

## DO'S AND DON'TS FOR NOMINATING COMMITTEES

### DO:

- ✓ Review Unified Local PTA/PTSA Unit Bylaws/Standing Rules for number of officers needed.
- ✓ Meet as soon as possible so a second or third meeting can be held if needed.
- ✓ Elect a chair to replace the temporary chair.
- ✓ Set rules of the Nominating Committee at beginning of meeting.
- ✓ Check the membership list to be sure the nominee is a member of PTA/PTSA.
- ✓ Chair contacts nominee for consent to nominate. **Remember you are only asking permission to nominate them for the position.**
- ✓ Remember the committee **discussion is confidential.**
- ✓ See that the report of the Nominating Committee is posted in the school/building office 10 days prior to election. Remember the report may be published electronically as well.
- ✓ Sign the Nominating Committee Report if you agree with the nominees.
- ✓ Members of the Nominating Committee may be nominated.
- ✓ Keep the interview questionnaire documents with the other confidential record keeping process for your association and destroy everything when the slate is complete.
- ✓ Make sure if using an interviewing questionnaire to change it for future nominations for the same candidate.

### DON'T:

- ✓ Submit a member's name because of friendship. Instead, look at skills and qualifications to perform duties specific to the office.
- ✓ Nominate someone with the idea of getting him/her involved if there are doubts about their interest or ability to perform the duties of the office.
- ✓ Accept the office for title only.
- ✓ Post interviewing questionnaires and responses for public viewing.

### EXTRA POINTERS:

- ✓ If a nominee withdraws before the election is held, the Nominating Committee meets and presents the name of another candidate.
- ✓ When discussing a member of the committee, ask the member to leave meeting during the discussion.
- ✓ Nominating Committee Chair reads the Slate of Nominees.
- ✓ A motion to elect does not need a second because it is coming from a committee.
- ✓ Bring the Unified Local PTA/PTSA Unit Bylaws, membership lists, job descriptions, current board membership list, contact information, ballots and pens/pencils to Nominating Committee meetings.
- ✓ Meet where there is access to phone/internet service to contact each person recommended.
- ✓ Be very forthright with a potential candidate in discussing the duties of the office to be filled.
- ✓ The Nominating Committee's work is complete after elections.

Please keep in mind that people are able to give back to the community at different levels, at different times in their lives. Do not disqualify someone because they do not have community service in their background. Probe to understand why the candidate has not had a background in community service and why they want to get involved at this organization. Find out what matters to them.



# Behavioral Interviewing Questionnaire

## Instructions:

**Step 1:** Determine which behavioral traits listed below and their associated questions are appropriate for the position you are interviewing.

**Step 2:** Ask the questions to the candidate and jot down notes during the interview so you can remember the answers once the interview has been completed.

**Step 3:** Score each candidate immediately after their interview using a 1-5 scale. You may score them as a group, or each member can give a score. A score of a "5" would indicate that you felt his/her answers demonstrated the desired trait very well. A score of "1" would mean that the candidate did not demonstrate the trait with their answers. If for some reason you are unsure of whether the candidate actively discussed the trait in enough depth or detail, do not score that section, call them up and ask a few more questions to make a final decision. The chair of the Nominating Committee should facilitate a discussion about the candidates only after all of the candidates have been interviewed.

**Step 4:** When you are ready to make your final decision, use these sheets, the Skills by Position Worksheets, and any documents submitted by the candidate to show their qualifications, as the basis for your final selection. Remember that a "resume" is a marketing tool, and the behavioral examples that the candidate provides during the interview, or factual incidents that you have seen directly, are more likely, a better indicator of actual skills.

**Note:** All questions should be the same for each candidate interviewing for one position. (Example: you have three candidates for the Treasurer position, all three are asked the same questions determined in Step 1) Follow-up questions that you may want to ask can differ depending on the candidate's initial responses.

**Candidate Name:** \_\_\_\_\_

**Position Being Interviewed:** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**Nominating Committee Members Present:**

_____	_____
_____	_____
_____	_____





## Behavioral Interviewing Questionnaire

### **Communication:** \_\_\_\_\_

*Ability to express oneself clearly in oral and written communication. Listens actively and asks questions to understand and seek out diverse perspectives and information.*

1. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
2. Tell me about a time when you had to use your presentation skills to influence someone's opinion.
3. Please discuss an important written document you were required to complete.

### **Teamwork:** \_\_\_\_\_

*Understand his/her contribution to a total team effort. Understands and recognizes the contributions of others. Takes action to resolve conflicts by determining the needs of team members and goals for the team.*

1. Can you tell me about an occasion where you needed to work with a group to get a job done?
2. Describe a situation in which you effectively developed a solution to a problem by combining different perspectives or approaches.
3. What is your typical way of dealing with conflict? Give me an example.
4. Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you or vice versa.
5. Tell me about a recent situation in which you had to deal with a very upset co-worker (person).
6. Give me an example of a time when you motivated others.
7. Tell me about a time when you delegated a project effectively.



## Behavioral Interviewing Questionnaire

8. Describe the toughest group that you have had to get cooperation from.

**Ability to Learn:** \_\_\_\_\_

*Takes the initiative to increase knowledge or skills.*

1. Tell me about a difficult decision you've made in the last year.
2. Give me an example of a time when something you tried to accomplish failed.
3. Tell me about a time you missed an obvious solution to a problem.
4. Describe a time when you set your sights too high or too low.
5. Tell me about the most recent skill that you have learned, or are learning.

**Flexibility:** \_\_\_\_\_

*Readily accepts change. Copes with changes in the work environment.*

1. Describe a time when you anticipated potential problems and developed preventative measures.
2. Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
3. Give me a specific example of a time when you had to conform to a policy with which you did not agree.
4. Tell me about the riskiest decision that you have made.

**Responsibility and Organization:** \_\_\_\_\_

*Follows through on assignments and completes them on time.*

1. Think about a complex project or assignment that you have been assigned. What approach did you take to complete it?



## Behavioral Interviewing Questionnaire

### **Responsibility and Organization** cont'd: \_\_\_\_\_

*Follows through on assignments and completes them on time.*

2. Describe a time when you or a group that you were a part of were in danger of missing a deadline. What did you do?
3. Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
4. Give an example of a time when you had to make a split second decision.
5. Give me an example of a time when you had to keep from speaking or making a decision because you did not have enough information.

### **Goal Orientation:** \_\_\_\_\_

*Finds creative ways to meet goals.*

1. Tell me about any new ideas you made at work.
2. Give me an example of an important goal which you had to set in the past and tell me about your success in reaching it.

### **Community Service:**

You evaluate this category. You may want to see how many responses from the above revolve around their community service work. This will indicate their current level of involvement and give you a certain level of satisfaction that they will continue to be involved. If you do not get any responses involving community service, just ask a few basic questions, like:

1. Tell me about your community service work. How did you contribute to a significant accomplishment for these service projects?

A note to remember, people are able to give back to the community at different levels, at different times in their lives. Be sure not to disqualify someone because they do not have community service in their background. Use probing questions to understand why the candidate has not had a background in community service and why they want to get involved at this organization. Find out what matters to them.



# Skills by Position Worksheet

**Step 1:** Review the job duties of each position as indicated in *the Nominating Committee and Election Guide* for Local Units

**Step 2:** Brainstorm with the nominating committee, the skills that are “necessary” in order to perform the basic duties of each position. Also keep in mind some skills are necessary to perform the job function, and others are just either nice to have, or can be learned. The Skills by Position Worksheet should only have the skills *necessary* for the job function. The Skills by Position Worksheet must be completed *prior* to interviewing any candidate. The skills should not change significantly from year to year.

**Step 3:** As you interview each candidate, identify how many of the necessary skills the candidate brings to the position. Ask the candidate to give you examples of a time when they used that skill in the past.

**Step 4:** To get your group started, we have listed some skills by position. Feel free to edit or add to these lists on your Skills by Position Worksheet.

## Skills by Position Worksheet

President	Vice President	Secretary	Treasurer
Demonstrated ability to learn new skills	Demonstrated ability to learn new skills	Demonstrated ability to learn new skills	Demonstrated ability to learn new skills
Demonstrated exposure with financial management to include planning and audit			Demonstrated experience with financial management to include planning and audit
Demonstrated experience with delegation	Demonstrated experience with delegation	Demonstrated experience with delegation	Demonstrated experience with delegation
Ability to effectively communicate orally and in writing	Ability to effectively communicate orally and in writing	Ability to effectively communicate orally and in writing	Ability to effectively communicate orally and in writing
Ability to influence “up” and across peers (administrators, faculty, membership)	Ability to influence “up” and across peers (administrators, faculty, membership)	Ability to influence “up” and across peers (administrators, faculty, membership)	Ability to influence “up” and across peers (administrators, faculty, membership)
Demonstrated ethical decision making in an organizational setting	Demonstrated ethical decision making in an organizational setting	Demonstrated ethical decision making in an organizational setting	Demonstrated ethical decision making in an organizational setting
Demonstrated understanding of school demographics and needs of student/parent/teachers.	Demonstrated understanding of school demographics and needs of student/parent/teachers.	Demonstrated understanding of school demographics and needs of student/parent/teachers.	Demonstrated understanding of school demographics and needs of student/parent/teachers.

## SCRIPT for election of Nominating Committee (Membership meeting)

**PRESIDENT:** *"The next item of new business is the election of the Nominating Committee. Our Parliamentarian, \_\_\_\_\_, will now read the bylaws regarding the Nominating Committee."*

**PARLIAMENTARIAN** reads:

### **Article VIII: Nominations and Elections**

#### **Section 5. Nominating Committee.**

- a. The nominating committee shall consist of three (3) members who shall be elected by the local PTA/PTSA unit at a regular general membership meeting at least two (2) months prior to the election of officers. The committee shall elect its own chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a general membership meeting prior to the election meeting.
- c. Only those paid members who have given their consent to serve, if elected, shall be nominated for, or elected to an office.

**PRESIDENT:** *"Thank you. The floor is now open for nominations for members of the Nominating Committee"*

[The chair should call on anyone who has raised their hands until all nominations have been made. Individuals may nominate themselves. If a member nominates someone else, the chair should ask that person if they will accept the nomination by saying, ]

*" \_\_\_\_\_, you have been nominated as a member of the Nominating committee. Do you accept this nomination?"*

The nominating committee is elected by plurality, so if there are more nominees than are needed for the committee per the bylaws, the president will have ballots distributed to all PTA members in attendance and states the following:

[**SKIP** to the next Orange if you only have 3 nominees for the committee]

**PRESIDENT:** *"Because there are more nominees than are needed for the committee, the chair would like to appoint three (3) members as tellers. The chair appoints (names three members) as tellers. \_\_\_\_\_ will be the head teller. The following members have been nominated for the nominating committee. At this time ballots will be distributed to all members, please write the names of three (3) nominees on your ballots, fold them in half 1 time, and hold them in the air until a member of the tellers' committee picks up your ballot. The tellers' committee will total the ballots."*

**PRESIDENT:** *" \_\_\_\_\_, chair of the tellers' committee is ready to report."*

The committee chair comes forward with the written tellers' report.

**TELLER COMMITTEE CHAIR:** *“The Tellers’ Committee submits the following report:*

*Number eligible to vote: \_\_\_\_\_*

*Number of votes cast: \_\_\_\_\_*

*Number necessary to elect: \_\_\_\_\_*

\_\_\_\_\_ *received* \_\_\_\_\_ *votes.*

\_\_\_\_\_ *received* \_\_\_\_\_ *votes.*

*Signed* \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_.

The committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary and is seated. The president rereads the report to the membership.

**PRESIDENT:** Rereads the report. Proceed with nominations of alternates. Nominations should then be taken from the floor for alternates to the nominating committee by following the procedures from above to fill the alternate positions. After the alternates have been elected, the president should read the members and alternates of the nominating committee.

**PRESIDENT:** *“The nominating committee will be \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. This committee will meet immediately following our meeting tonight to elect their chair and determine their first meeting date.”*

If there are only enough nominees to fill the needed positions, the president declares the nominees as the nominating committee and states the following:

**PRESIDENT:** *“Hearing no further nominations, the chair declares (read the names of the nominees) the members of the nominating committee.”*

# **SCRIPT for Officer Election**

## **(Membership meeting)**

**PRESIDENT:** *"Our Parliamentarian, \_\_\_\_\_ will now read the sections of the bylaws regarding Officers and their Elections."*

**PARLIAMENTARIAN** reads:

### **ARTICLE VII**

**Section 1.** *The officers of this Local PTA shall be a president, president-elect if desired, \_\_\_\_\_ (number) vice president(s), a secretary, and a treasurer.*

**Section 2.** *Officers shall be elected by ballot in April or May. Ballots shall only be distributed to paid members on the membership list submitted to Arizona PTA. A member must be present at an election meeting to vote. Voting by proxy shall be prohibited. If there is but one nominee for any office, the election for that office may be by voice vote.*

**Section 3.** *Officers shall assume their official duties July 1<sup>st</sup> and shall serve for a term, as defined in the local PTA/PTSA unit's Standing Rules, or until their successors are elected.*

**PRESIDENT:** *" \_\_\_\_\_, chair of the Nominating Committee, will now present the report."*

### **NOMINATING COMMITTEE CHAIR:**

The Nominating Committee Chair reads the slate of officers.

*"The Nominating Committee submits the following nominees: for president, \_\_\_\_\_; for 1st vice president, \_\_\_\_\_ (repeat for other VPs); for secretary, \_\_\_\_\_; for treasurer, \_\_\_\_\_ . Signed: read the names of all the committee members."*

### **PRESIDENT:**

The president re-reads the slate of officers.

*"Thank you, the nominating committee reports the following nominees:"*

*President \_\_\_\_\_*

*First Vice President \_\_\_\_\_*

*(other VPs)*

*Secretary \_\_\_\_\_*

*Treasurer \_\_\_\_\_*

*Signed by (read the names of the nominating committee)*

**PRESIDENT:** *"The chair will now open the floor for elections."*

*\_\_\_\_\_ has been nominated for president. The floor is now open for nominations for president. (pause and wait for any nominations) Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected president.*

If there is a nomination from the floor, use the following:

**PRESIDENT:** The chair recognizes the person making the nominations. "Yes, would you please state your name and nomination?"

**MEMBER:** "My name is \_\_\_\_\_. I would like to nominate \_\_\_\_\_ for \_\_\_\_\_."

**PRESIDENT:** Ask the nominee "Do you consent to the nomination?" If the nominee is not in attendance ask the person who made the nomination, "Do you have the consent of the nominee?"

**NOMINEE:** Will give their consent.

**PRESIDENT:** \_\_\_\_\_ has been nominated for \_\_\_\_\_. Are there any further nominations? Hearing no other nominations, the chair declares the nominations closed. The chair appoints \_\_\_\_\_ (name 3 members) to the Teller's Committee. \_\_\_\_\_ will be the head teller. The tellers will distribute a ballot to each member. Please write on the ballot either \_\_\_\_\_ or \_\_\_\_\_. Fold your ballot one time and hand the ballot to a member of the teller's committee. If there is no objection, while the teller's committee is counting the ballots, the Chair will continue with the other business/announcements (You cannot continue with elections as the person not selected as President may want to run for another position).

**PRESIDENT:** "\_\_\_\_\_, chair of the Tellers' Committee is ready to report."

The teller committee chair comes forward with the written tellers' report.

**TELLER COMMITTEE CHAIR:** *"The Tellers' Committee submits the following report:*

*Number of votes cast: \_\_\_\_\_*

*Number of ballots determined illegal: \_\_\_\_\_ (unable to read writing, more names on ballot than directed, names on ballot who have not been nominated, two or more ballots folded together)*

*Number of votes cast for each person:*

\_\_\_\_\_ received \_\_\_\_\_ votes.

\_\_\_\_\_ received \_\_\_\_\_ votes. (could be more than 2 people depending on how many nominations from the floor there are)

Signed \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_.

The teller committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary, and is seated. The president rereads the report to the membership.

**PRESIDENT:** Rereads the report. \_\_\_\_\_ has been elected \_\_\_\_\_.

Continue with the other officer positions inserting the wording from above if necessary if more nominations from the floor occur for the other officer positions.



**PRESIDENT:** \_\_\_\_\_ has been nominated for first vice president. The floor is now open for nominations for first vice president. (Repeat the steps above if there is a nomination from the floor.) Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected first vice president.

*Continue for additional VPs*

\_\_\_\_\_ has been nominated for secretary. The floor is now open for nominations for secretary. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected secretary.

\_\_\_\_\_ has been nominated for treasurer. The floor is now open for nominations for treasurer. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected treasurer.

At this time I would like to introduce the officers of the \_\_\_\_\_ PTA for the 20\_\_-20\_\_ school year.”

\_\_\_\_\_ PTA Nominating Committee

**Confidentiality Agreement**

I hereby acknowledge by my signature below that any information either presented or discussed during the meetings of the \_\_\_\_\_ PTA Nominating Committee will not be divulged by me outside the meetings or with any individual not a member of this committee.

Furthermore, I acknowledge that a violation of this agreement shall result in my removal from the committee.

**All Nominating Committee members and alternates must sign.**

Signature:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ PTA Nominating Committee Report

For school year 20\_\_ - 20 \_\_

The Nominating Committee submits the following nominees:

President \_\_\_\_\_

Vice President \_\_\_\_\_

2<sup>nd</sup> Vice President (if applicable) \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The report is signed by all committee members who agree with the report.

# Tellers' Committee Report

Number of votes cast: \_\_\_\_\_ Necessary for election: \_\_\_\_\_

(Candidate Name) \_\_\_\_\_ received \_\_\_\_\_ votes.

(Candidate Name) \_\_\_\_\_ received \_\_\_\_\_ votes.

(Candidate Name) \_\_\_\_\_ received \_\_\_\_\_ votes.

(Candidate Name) \_\_\_\_\_ received \_\_\_\_\_ votes.

(Candidate Name) \_\_\_\_\_ received \_\_\_\_\_ votes.

Illegal votes: \_\_\_\_\_ Reason \_\_\_\_\_

*Illegal ballots include two ballots folded together; a ballot including the names of too many candidates; and an unintelligible ballot. A ballot may be illegal if cast for an ineligible, unidentified, or fictitious person. Ballots are not considered illegal because of a misspelled name when the intent of the vote is clear.*

**PTA<sup>®</sup>**

*everychild.one voice.*

Ballot

**PTA<sup>®</sup>**

*everychild.one voice.*

Ballot

**PTA<sup>®</sup>**

*everychild.one voice.*

Ballot

**PTA<sup>®</sup>**

*everychild.one voice.*

Ballot