New York State PTA
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Nominations & Elections Workshop

Presented by:
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NOMINATING committee / timeline

- Bylaws - your instruction manual
- Defines timelines, committee, quorum and chair
  *President cannot be on committee*
- Collect recommendations before meeting
OFFICERS

- Bylaws - officers, term and duties
- Minimum of three officers needed - President, secretary and treasurer
- All must be adults and members
- Committee members can be nominees
- Principal/superintendent should not be selected
THE NOMINATING COMMITTEE SHOULD

- Maintain confidentiality
- Determine eligibility for office
- Avoid reshuffling the officers or putting a past presidency into a vice president
- Nominate one person to serve in an office
- Develop a tentative slate of officers with possible alternates for each office to be filled.

Majority rules
WHAT TO DO IF...

- A nominating committee member resigns
- You have multiple candidates for one office
- You have one candidate for multiple offices
- You have a vacancy for an office
- No one wants to be president
- You want to change bylaws
NOMINATING COMMITTEE
CHAIRMAN SHOULD

- Get nominees concurrence
- Present the report to the executive board
- See that the proposed slate of officers is published before meeting
- Present the Nominating Committee report at the election meeting
RESIGNATIONS AND VACANCIES

• After the Nomination and before the Election Meeting

• After the Election Meeting

* NOTE - If co-presidents are elected and one resigns, a vacancy does NOT exist *
GUIDELINES FOR ELECTIONS

Check the bylaws to verify:

• When the election meeting should be held

• How many days notice of the election meeting is necessary
THE ELECTION MEETING

- The Nominating Committee chair presents the slate of officers

- The presiding officer asks for nominations from the floor on an office by office basis (president first)

- Any new nominee must consent to run