



## Nominations Q&A for Local PTAs

### **NOMINATING COMMITTEE DUTIES**

#### **1. Do we need to have a nominating committee?**

Yes, your PTA Board of Directors should elect a nominating committee and its chair, as provided in Article 8 Section 8.1 and Section 8.3 of the uniform bylaws.

#### **2. Who runs the General Membership Election meeting?**

The seated president runs the general membership meeting where officers are elected.

#### **3. Which positions are slated by the nominating committee and elected by the general membership?**

Officers of the PTA should be slated and elected, which are President, at least one Vice President, Secretary, and Treasurer. The Board of Directors elects all standing committee chairs as provided in Section 8.1 of the uniform bylaws.

#### **4. When should the slate of officers and the election date be posted?**

The slate of officers and election date should be posted a minimum of 10 days prior to the election date.

#### **5. When do I need a “Ballot Vote”?**

As provided in section 6.2 of the uniform bylaws, when there is only one nominee for an office, that election may be held by voice vote. If there is more than one nominee for any office, election for that office must be by ballot.

#### **6. Can the nominating committee fill one position with two people who are willing to share the duties of the office?**

No. Only one person may fill a position.

#### **7. Can a vacant position on the proposed nominating committee report be filled after the report has been submitted and posted?**

Yes. If a nominee withdraws before the election, the committee must reconvene as soon as possible to agree upon another nominee. If an office is vacant after the election because an officer-elect resigns or because no one was elected to fill the office, it shall be considered a vacant office to be filled by the board-elect according to section 6.4 of the uniform bylaws.

## **WHO CAN BE A MEMBER**

### **1. Can I join my PTA and vote at the same meeting?**

Yes, you can join at the start of the meeting and vote during the meeting. Your PTA should immediately report your membership afterwards to NCPTA.

### **2. What if we are not able to fill a position?**

The incoming Board of Directors will fill the vacancy pursuant to section 6.4 of the uniform bylaws with an election by the board and fulfill the responsibilities of the vacancy until the position is filled.

### **3. Do I have to be a member and have a child at the school in order to run for a PTA position?**

No, you do not have to be a member or have a child at the school in order to run. You must however, become a member before taking office.

### **4. Can teachers serve on the board?**

Yes.

### **5. Does the nomination committee slated candidates have to be approved by the board?**

No, they do not need to be approved by the Board of Directors. The slate is presented to the membership in advance of the election meeting.

### **6. I wasn't slated for a position but I still want to run for office.**

You can run from the floor during the election meeting.

### **7. Do I have to be present to be nominated from the floor?**

No, a member does not have to be present, but must have expressed consent to serve if elected pursuant to Section 6.2 of the uniform bylaws.

### **8. Can a member be nominated for more than one position?**

Yes, a member can be nominated for more than one position by the general membership, however the nomination committee can only slate one individual for each position.

### **9. What is a majority?**

Majority is more than half. (Example: Half of 31 is 15.5, the majority would be 16, or half of 30 is 15, the majority would be 16)

### **10. Can an association member be nominated to serve a third consecutive one-year term for any office?**

No. An individual who has already served two full consecutive one-year terms in any elected or appointed association office is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. The individual may serve in a different officer position pursuant to Section 6.3 of the uniform bylaws. At least one full term must elapse before an officer who has served the maximum number of terms is eligible for nomination and election or appointment to the same office.

## **PROCEDURES DURING ELECTIONS**

1. The nomination committee chair is called by the President to present the slate of candidates to the membership. Once this is done the work of the committee is complete.
2. The President reads the slate of the candidates and opens the floor for nomination for each office.
3. Nominations from the floor are completed for each office before voting occurs for each office.
4. If there are nominations from the floor then ballots must be passed to the membership for voting to occur.
5. Tellers will then step in, collect ballots, tally ballots, and report the counts to the President.
6. The current President announces the newly elected officers to the membership.
7. The secretary enters the teller's report into the minutes, which becomes part of the official record of the organization.

## **AFTER ELECTIONS**

### **1. When does the transition meeting occur between the newly elected board and the existing board?**

A transitional meeting should be set between the two boards 1 to 2 weeks before July 1 of the year. Pursuant to Section 6.6 of the uniform bylaws, all Officers shall perform the duties outlined in these bylaws and those assigned by the board of directors of this local PTA. Upon the expiration of the term of office or in case of resignation or removal, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall turn over to the treasurer, without delay, all funds and other assets of the local PTA.

### **2. What do we do if our president resigns?**

Fill the vacancy according to your uniform bylaws, Article 6, Section 4.