

## ARE YOU READY TO CONDUCT YOUR ELECTION MEETING

Here are a few helpful tips to run your election meeting smoothly.

1. Credentials - Make sure you have your current bylaws for your local unit. It will tell you how many members are needed for a quorum. (Article VIII: General Membership Meetings Section 4) Have members sign a roster and show their card (or photo ID). Also have on hand a current membership list in case someone forgets their card. Hand each voting member a piece of colored paper so that you can distinguish members voting and non-members. You can seat non-voting members on one side of the room.
2. Tellers- Before the meeting begins, select at least three tellers. A good idea is to not have all board members.
3. If there is more than one member running for a position, a ballot vote is needed. Ballots should be only distributed to voting members who have a colored piece of paper.
4. Voting Procedures- The elections should be listed under special orders on the agenda.
  - a. Presiding officer calls on the nominating committee chair to read the slate.
  - b. Following the reading of the slate, the presiding officer says "Jane Doe has been nominated for president. Are there further nominations for that office from the floor?"

If a further nomination is made, the chair should confirm that the candidate has consented and is a member of this PTA. (Remember you can join a PTA at the election meeting, run for an office, but you **cannot** vote. You must be a member for 30 days to be able to vote.)

- c. The chair declares nomination for this office is closed.
  - d. When the last office has been declared, the presiding officer states: if the bylaws so provide, say: Without objection we may fill the offices which have only one candidate by voice vote (Pause). All those in favor of Jane Doe (for president) say "aye." Opposed "no." The "ayes" have it and Jane Doe is elected president. This procedure is followed down the line until all the single candidate officers are filled.
  - e. The presiding officer then asks the tellers to distribute the ballots and asks the chairman of the tellers to instruct the voters.
5. Ballot voting - The chairman of the tellers states to write all candidates down and circle only one candidate. Then fold your ballot in half and then half again. You should count how many voters there are, so that you won't have more or less ballots.

6. Announcing the votes - The teller states 79 votes cast  
*Jane Doe received 70 votes*  
*Helen Smith received 9 votes*  
*Jane Doe is elected -----*
7. Following the Election - A motion to destroy the ballots should be made. (This alleviates the actual ballots being a part of the minutes.)
8. Assuming office- The bylaws state when the new officers take office.

If you follow the above tips, you should have a smooth election, however, if you have any questions please feel free to call the state office.