

THE NUTS & BOLTS OF THE ELECTION MEETING



‘GET ENGAGED WEDNESDAY’

March 30, 2022

“PTA’s mission is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.”



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Greetings



JENNIFER MARTINEZ FLORIDA PTA PRESIDENT



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GETTING

TO

KNOW

YOU



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Feeling like this?



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Today's Objectives

- **Where Do We Start?**
- **The Election Meeting**
- **How Do We Vote?**
- **What's Next?**
- **Where Do We Go For Help?**





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Where Do We Start?

Governing Documents (Bylaws)

Article VI: Officers and Their Election

Section 1. Each officer of this PTA/PTSA shall be a member of this PTA/PTSA.

Section 2.

- a. The officers of this association shall consist of a president, ____ (number) vice-president, a recording secretary, a corresponding secretary, a treasurer.
- b. Officers shall be elected by ballot annually in the month of _____. However, if there is but one nominee for any office, election for that office may be by show of membership cards or voice vote. A majority vote shall elect.
- c. With the exception of the treasurer, officers shall assume their official duties following the end of the school year and shall serve for a term of one year or until successors are elected. The treasurer shall assume all duties after the books have been audited.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office.



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The Election Meeting

Before the Meeting

- Prepare a Script
- Identify Who Will Present the Slate of Officers
- Prepare the Agenda
 - **Welcome (Call to Order)**
 - **Adoption of Previous Meeting Minutes**
 - **Report of Officers**
 - **Report of Board of Directors**
 - **Treasurer's Report**
 - **Unfinished Business**
 - **New Business**
 - **Report of the Nominating Committee**
 - **Elections (Secretary to Read Article VI of Bylaws)**
 - **Announcements**
 - **Adjournment**



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The Election Meeting cont'd.

During the Meeting

- Proceed According to the Agenda & Script
- Receive the Report of the Nominating Committee (Slate of Officers)
- Take Additional Nominations
 - For Each Office, Close Nominations
 - Does Not Require a Motion or Second
 - Allow Opportunity for Candidates to Introduce Themselves



How Do We Vote?

Ways to Vote

- By Ballot/Anonymous Poll
- By Voice

Sample Verbiage

- Uncontested Election: “All those in favor of electing the slate of officers as presented (list candidates and offices), say aye (pause). Any opposed, say no.”
- Election By Acclamation (uncontested): “Seeing that there is only one nominee for the office of ---, you have elected John Smith by acclamation.”
- Contested Election: “Each member will mark one selection for each office on your ballot/poll.”



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What's Next?

You're Elected!

- Register New/Returning Officers with Florida PTA (www.FLORIDAPTA.org)
- Training, training, and MORE TRAINING!

Plan Your Work, Work Your Plan

- Elected Officers Meet to Create Committees and Elect Chairs
- Board of Directors Meet to set Annual Calendar
- Treasurer Meets with Budget/Finance Committee to Create Budget



Where Do We Go For Help?

9-1-1!

- **County Council/Region Representative**
 - www.floridapta.org/board-of-directors
- **Florida PTA**
 - (407) 855-7604
 - info@floridapta.org



Q & A



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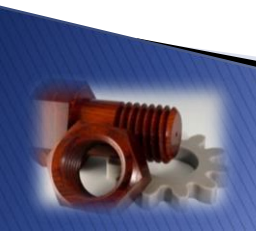
Closing Remarks



CAROLYN NELSON-GOEDERT
FLORIDA PTA PRESIDENT-ELECT



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Thank You!

Contact Us:

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(305) 927-8351



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