**Sample election script**

Note: This is sample wording; individual situations may vary. This example

assumes that electronic voting has not been authorized.

PRESIDENT: “The next business before the PTA is the election of officers. The

secretary will please read the section of the WSPTA Uniform Bylaws pertaining to

the election of officers.” (The secretary would then read Article 5, Section 6 from

the WSPTA Uniform Bylaws: Officers and their election – local PTA and council).

“In accordance with the WSPTA Uniform Bylaws, we will proceed with the election

of officers.”

PRESIDENT: “We will now hear the report of the nominating committee.”

CHAIR of the NOMINATING COMMITTEE:

The nominating committee places in nomination the following:

For president: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For vice president: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

(This section can be altered to fit each local PTA’s or council’s elected officers.)

The chair then hands the written report to the president and retires to her or his

seat. The report from the nominating committee should be signed by all

committee members.

PRESIDENT: “The nominating committee has named the following persons as

candidates for offices of the PTA/council for the coming year.” The president then

repeats the nominating committee report.

For president: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For vice president: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

Even if there are multiple names, no name, or one name put forward by the

nominating committee, each position then must accept nominations from the floor.

The following script is repeated for each elected position.

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s name has been placed in nomination for the office of

president. Are there further nominations from the floor?” (always allow plenty of

time.)

Note: Individuals do not have to be present to be nominated from the floor.

However, they must give their permission to be nominated. If, after waiting a

reasonable time, no other nomination is forthcoming, the president may close

nominations by a general consent motion, in the following manner:

PRESIDENT: “Hearing no further nominations for president, if there are no

objections (pause), the chair will declare the nominations for president closed.”

This procedure is followed for each office in sequence in which the nominations

were made.

Candidates should be introduced and names listed on a flip chart or other visual

aid. The vote is then taken. The WSPTA Uniform Bylaws provide that local PTA and

council officers shall be elected by ballot vote prior to the end of the fiscal year for

a term of one year and until their successors are elected. A majority vote is

necessary to elect. If only one candidate is nominated for an office, the candidate

shall be declared elected.

Note: To be elected, a candidate must receive a majority of all eligible voters who

are present. If no one candidate receives a majority of all eligible voters present,

even if they receive the most votes cast for a particular position among all

candidates, then a run-off election should be conducted, limited to the two

candidates who received the most votes in the initial election.

The president appoints a teller’s committee to count ballot votes. The teller’s

committee should be named in the minutes. They prepare a signed report as

follows:

For president:

Ms. B. received . . . . . . . . .26

Mr. A. received . . . . . . . . . 12

Ms. C. received . . . . . . . . . 2

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

This process is followed for each office with more than one candidate.

Every name for which a vote has been cast must be reported, with the one

receiving the largest vote for each office being stated first. The tellers never

announce who is elected. Their report is given to the president who makes the

announcement.

PRESIDENT: “The officers you have elected for the \_\_\_\_\_\_\_\_\_\_\_\_\_ PTA for 20\_\_\_

to 20\_\_\_ are:

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Vice president: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”