



## Election of Officers



Nominations made by committee and elections by ballot.

This is perhaps the most popular method of electing officers.

### Form

1. Chair... The next business in order is the election of officers.
  2. Chair... The parliamentarian/secretary will read from the bylaws Section **VI** Article **2** pertaining to elections.
  3. Chair... Will the chairman of the nominating committee please give the committee's report?
  4. Reporting Member...Mr. (or Madam) President, the committee on nominations submits the following nominations:
 

For President	--	Mr. A. L. Jones
For Vice-President	--	Mrs. J. C. Black
For Secretary	--	Mrs. A. B. Cole
For Treasurer	--	Miss Mary Brown

(Hand written report to the Chair)
  5. Chair... The committee on nominations has submitted the following nominations: For President, Mr. A. L. Jones; For Vice-President, Mrs. J. C. Black; For Secretary, Mrs. A. B. Cole; For Treasurer, Miss Mary Brown.
  6. Chair... For President, the nominating committee nominates Mr. Jones. Are there any further nominations for President? (If a member nominates another person, the Chair repeats the name of the nominee.) Mr. is nominated. Are there any further nominations for President? (Pause.) If not (Pause) nominations are closed for the office of President. (Or, "Without objection...nominations are closed.")
 

Continue with this procedure going down the list of officers.

If there is more than one nominee for any office, voting for that office is by ballot. Give out voting slips and appoint three tellers.

If there is only one nominee for any office, refer to your local unit bylaws for the correct procedure.
  7. Chair... The number eligible to vote is \_\_\_\_\_ (number of members present).
  8. Chair... The tellers will come forward and distribute the ballots. (Serve the President first.)
  9. Chair... The tellers will collect, and count, the ballots.
 

(No one should touch the ballots, other than the person voting.)
  10. Chair... (After the tellers return.)  
Is the Chairman of the tellers committee ready to report?
  11. Reporting Member...Mr. (or Madam) President:  
Reads the tellers report as follows:
 

Number of votes cast	_____
Number necessary for election	_____ (Majority)
_____(name) received _____	(Highest number)
_____(name) received _____	(Next highest)

etc. down the list of officers.

Illegal votes: (number) and (reason)

Signed: \_\_\_\_\_ (chairman of tellers committee)
- Note: The teller's report, signed and, together with the ballots, is placed in an envelope and given to the Secretary to seal and preserve at least until after the next meeting. (Refer to your bylaws for your PTA's correct procedures.)
12. Chair... reads the report again and **after each office** declares the person having received the majority of the vote elected as follows:
 

Mr./Mrs. \_\_\_\_\_, having received a majority of the votes cast, the Chair declares him/her elected President.