California State PTA

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PTA ELECTION CHECKLIST – QUICK TIPS

- **PRESIDENT – VERIFIES DATE FOR ELECTION MEETING IN BYLAWS:**
  - ☐ Notify membership of election date at least 30 days before meeting
  - ☐ Publicize slate of officers at least 28 days before meeting

- **PRESIDENT – PRESIDES AT ELECTION MEETING:**
  - ☐ Secretary – Brings current membership list and ballots to meeting
  - ☐ Parliamentarian – Reads Bylaws Sections related to nominations and elections at meeting
  - ☐ Nominating Committee Chairperson – Reads Nominating Committee Report with officers' slate
  - ☐ President – Restates slate of nominees and asks each person named to stand

- **PRESIDENT – CONDUCTS ELECTION:**
  - ☐ Asks for nominations from the floor for each office
    - o Nominations do not require a second, only a nominee's consent
  - ☐ Conducts election by voice vote if there is only one nominee for any office
  - ☐ Calls for a ballot vote for any office with two or more candidates

- **HOW TOS – BALLOT VOTE:**
  - ☐ Required if there are two or more nominees for an office
  - ☐ Eligibility to vote is verified by checking current membership list
  - ☐ President appoints a Tellers Committee and its chairperson:
    - o Tellers – Distribute, collect and count the ballots
    - o Count eligible voters to determine total number of ballots
  - ☐ Note: Nominees may not serve as tellers, but may designate a person to observe the ballot count

- **TELLERS COMMITTEE – COUNT VOTES AND PREPARE REPORT WITH:**

  Total eligible voters = _____   Total votes cast = _____

  Number needed to elect (majority vote – 1/2   Number received by each nominee = _____
  plus one) = _____

  - ☐ If a nominee does not receive a majority vote, the ballot is repeated
  - ☐ Tellers Report is given to president and included in the Minutes

- **PRESIDENT – ANNOUNCES RESULT OF VOTE AND NAMES OF ELECTED OFFICERS**

- **TELLERS COMMITTEE CHAIRPERSON – MAKES A MOTION TO DESTROY BALLOTS**

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Fig. R-4 PTA Election Checklist – Quick Tips