

These “Quick Tips” are intended only as a reference. Please refer to the Georgia PTA *Nominating Committee and Elections Guide*, *Roberts Rules of Order* and www.pta.org for more detailed information.

- Refer to your bylaws. They specify your unit’s officers and month of the election meeting.
- Notify members about the date and time of the upcoming election. Post the slate of nominees prior to the meeting.
- Train at least four individuals to be tellers in the event of a contested election. **Nominees for office should never serve as tellers.**
- The Secretary should have ballots available at every meeting, just in case of a contested election.

Conducting the Election:

- After the Chair of Nominating Committee presents its report to the membership, the presiding officer thanks the Nominating Committee for their work.
- The presiding officer reads the nominee for each office individually and calls for additional nominations from the floor for each office. If there are no additional nominations, you have a **non-contested election** and may elect by voice vote. If there are additional nominations, you have a **contested election** and must elect by ballot vote.
- If the President is the nominee for a second term, he or she may still conduct the election.

Types of Voting:

- Non-Contested Election – Voice Vote
- Contested Election – Ballot Vote

Note: The presiding officer is eligible to vote in a contested election.

Script for a Non-Contested Election of Officers

Presiding Officer: *“The next order of business is the election of officers. The secretary will read Section ___ of Article ___ of the bylaws pertaining to elections.”*

Secretary stands and reads bylaws.

Presiding Officer: *“The chair of the Nominating Committee will read the report from the Nominating Committee.”*

Chair of the Nominating Committee: *“Mr./Madam President, the Nominating Committee submits the following nominations:*

- For President: Pam Advocate*
- For Vice President: Debbie Delegate*
- For Secretary: Wendy Writer*
- For Treasurer: Nancy Numbers”*

(Upon completion, chair hands the written report to the presiding officer.)

Presiding Officer: *“The nominee for President is Pam Advocate. Are there further nominations for President? The nominee for Vice President is Debbie Delegate. Are there further nominations for Vice-President?” (Continue for each office.)*

If not, the chair declares that the nominations are closed and the nominees are elected.

“All those in favor say Aye, those opposed say No. The Ayes have it and these members are elected.”

Contested Elections:

- **It is critical to verify who is a member prior to conducting a contested election.** Use your membership roster and/or check membership cards.
- The presiding officer appoints a tellers' committee (a chair, plus at least three additional tellers). **Any nominee for office should not serve as teller.**
- The presiding officer counts the members eligible to vote in the election, e.g., "*rise and count off*".
- The tellers 1) distribute ballot slips to members, 2) collect ballots, 3) count them and 4) provide a report signed by all tellers to the presiding officer. **(We recommend having four tellers. Two read each ballot, one silently and one aloud; the other two record the votes, as they are read, on separate tally sheets.)**
- Tellers must report all votes cast, including illegal ballots, to determine the number of ballots cast to compute a majority. Illegal ballots are:
 1. Two ballots folded together
 2. A ballot including the names of too many candidates
 3. An unintelligible ballot. If the meaning is doubtful, but the ballot would not affect the results of the election, the ballot should be ignored. If the ballot would affect the outcome, it is shown to the chair, who should ask the assembly for a ruling.
- Tellers should seal all ballots and tally sheets in an envelope and give them to the secretary, who preserves them until it is reasonable to believe there will be no call for a recount, or the President instructs that the ballots be destroyed.
- The reporting teller does not declare who was elected. The presiding officer reads the report and announces who was elected. This includes the count or totals of votes: number voting, valid and invalid votes, for each candidate.
- The Secretary enters the teller's report into the minutes, and it becomes a part of the official record of the organization. Under no circumstances should the count or totals in an election be omitted from the minutes.

Script for a Contested Election of Officers

After nominations are closed for all offices by the presiding officer, proceed as follows:

Presiding Officer: *"The chair appoints A, B, C, and D as tellers. Will teller ___ please serve as chair? The voting members will rise and count off. You will take your seat immediately after saying your number. Beginning with the member on my extreme left in the front row, please say one (1) and then be seated."*

Presiding Officer: *"There are ___ voting members present. Will the tellers please come forward and distribute the ballots?"* **(Tellers should serve the presiding officer first, and if applicable, others at the head table.)**

Presiding Officer: *"The names of the candidates for the position of _____ are _____ and _____. Using the ballot provided, write your choice for election, then fold your ballot once."*

Presiding Officer: Allow two or three minutes for voting then announce, *"Have all voted who wish to vote? Will the tellers please collect the ballots? The tellers now will count the votes."*

The tellers often leave the room. Presiding officer proceeds with other business until tellers are ready to report.

Presiding Officer: Upon return of the tellers, *"Are the tellers ready to report?"*

Chair of Tellers: *"The tellers' committee reports:*

*Number of votes cast _____
Number of illegal votes cast _____
Number of votes necessary for election _____
Candidate A received _____ votes.
Candidate B received _____ votes."*

Presiding Officer: *"Pam Advocate, having received a majority of the votes cast, is elected president."*