NOMINATIONS AND ELECTIONS

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PTA MISSION

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

AGENDA

- Role of the Nominating Committee
- Important Deadlines
- Preparing for Election
- Holding the Election

NOMINATIONS RESOURCES

Virginia PTA

www.vapta.org

Nominations and Elections

https://www.vapta.org/pta-basics/support/nominating-committee-elections

Nominating Committee

- Refer to uniform bylaws for Nominating Committee duties

- Elected by the General Membership at least two months before elections (must be PTA member)

- Deliberate to match candidates with relevant positions and slate officer nominees for election

- Do not select committee chairs, but can provide recommendations to incoming president on non-slated candidates

- PTA president does not serve on this committee

- Principal should not serve, but can submit names of qualified candidates

- Confidential process

Nominating's "to-do list"

- Elect a chair
- Prepare questionnaire and/or application for candidates
- Develop procedures for self-nomination
- Advertise officer positions and job descriptions
- Review all application materials when received
- Set Meeting Norms
- Maintain confidentiality
- Publicly uphold all decisions of the committee

DEADLINES!

- Nominating Committee must be elected by General Membership two months prior to the election.

- The committee's final report must be advertised 30 days prior to the election.

- Refer to your uniform bylaws as to when the election meeting should be held and the officer positions to be filled.

Nominating Committee's Report
- Distributed 30 days prior to election and include:

- Information about each slated nominee

- Date by which members can self nominate to run from the floor

- Process to run from the floor

- Date members must have joined PTA to participate in election

- Date/Time/Location of Election Meeting

- If general meeting is held virtually, then how electronic votes will be cast - i.e. date by which ballots will be available and deadline for voting, voting via electronic form, voting by voice or show of hands (if only one candidate is nominated).

What Happens if ......

- You can't find volunteers to serve on Nominating Committee?

  - Notify school community of need for volunteers to serve

  - Voting body must elect President, Secretary, and Treasurer to be in compliance with VA PTA

  - Advertise Election date and floor nominations to be accepted for election

- If only one nominee, body can vote as a block vote

Different Ways to Vote in Elections
Virtual, Online, & In-Person

- **Virtual:** votes may be done by voice, hand, or ballot

- **In-Person**: votes may be taken by voice, hand, or ballot

- **Email**: ballots may be sent via email, but should go to every current PTA member. Please give enough time for members to receive the email and vote.

- **Non-Contested Position (**only have one candidate)

  - May be voted together as a "block", if approved by membership

  - May be done by voice or hand vote

Appointment/Duties of Teller
(important if more than one candidate is nominated for same position)

- 3-5 members; appointed by president
- Shall keep all ballots confidential
- Responsible for counting votes and confirm quorum has been met
- Provide Tellers Report to President for announcement of results

Tellers must review each ballot to ensure:

- Ballot was cast by a paid current year PTA member
- Electronic vote is not duplicative of an in-person vote
- Online Ballots via poll, google form are accessed by Tellers only.

Announcement of Elected Officers

- If Tellers were appointed, they will provide the voting tally results to the President and give paper ballots to Secretary to be destroyed
- If online voting, results will be reported to President
- President announces the results for each officer position
- President congratulates and installs incoming officers
- President thanks outgoing officers, Nominating Committee, Teller Committee and General Membership for participating in election process
- A transition meeting should be scheduled between incoming and outgoing officers
- Officers assume their position in accordance with bylaws by July 1

End of Year Compliance Checklist

- Deadlines in the Summer (June 15th to August 1st)
- Compliance Requirements ([VAPTA website](#))
- Submit the following info through MemberHub:
  - ✓ Officer info submission
  - ✓ Financial review (i.e., "audit")
  - ✓ Copy of IRS 990 Tax Filing
  - ✓ Membership list/dues
  - ✓ Insurance
  - ✓ Bylaws current (organizational structure form submitted)

REVIEW YOUR TEAM'S VIRTUAL MEETING NORMS - Elections

Rules of meeting engagement or 'meeting norms' are stated standards that refer to process, preparation and communication practices which can apply to any meeting. Virtual meetings may have some specific norms, for example:

✓ We will use the technology that is most accessible to everyone on our team.

✓ Test your technology before the meeting and resolve any technical issues.

✓ Use phone line with audio clarity and stability.

✓ Do not multi-task (do other work) during the meeting.

✓ Follow an organized line up to ensure each person has a chance to respond.

✓ Find a quiet space to participate.

✓ Use the mute button at your site to prevent the transmission of background noise.

✓ Speak up to get attention if you have something to say.

✓ Turn on your video whenever possible and be camera ready.

Virginia PTA
MAKE EVERY CHILD'S POTENTIAL A REALITY
every child. one voice.®

THANK YOU

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WWW.VAPTA.ORG

23 VIRGINIA PTA
NUAL MEETING

May 19 - Saturday May 20

OINTS BY SHERATON, RICHMOND AIRPORT
ABURNUM AVE, RICHMOND, VA 23231

$25
UNTIL MARCH 19TH
EARLY BIRD
DISCOUNT

Register

Join us for a day of inspiration, networking and PTA business! You have a voice in the direction of the Association!

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2023 ANNUAL MEETING

Friday Evening - Saturday, May 19-20, 2023

Four Points by Sheraton Richmond Airport
4700 S Laburnum Ave, Richmond, VA 23231

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REGISTER TODAY!

WWW.VAPTA.ORG