

Free State PTA 2025 – 2026 Nominations and Elections Guide

A tool for recruitment and leadership retention



Nominations and Elections Guide

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Nominations and Elections Guide

Welcome to the Free State PTA family. Thank you for taking the time to use this leadership tool to provide you with some insight into how to implement nominations for an election and run and election either in person or online.

This Nominations and Elections Resource Guide is designed to provide PTA leadership at the local school level and the county council level guidance on how to attract and retain leaders. Always, it starts with a simple ask and appreciating the volunteers you have. This guide is a supplement to federal and state laws as well as to your approved constituent PT(S)A bylaws, policies and procedures, standing rules, or other governing documents. To understand the value of nominations and elections, there must be integrity, consideration of diversity, equity, and inclusion (DEI), and transparency.

History of the PTA

The National Parent Teacher Association (National PTA) was founded in 1897 as the National Congress of Mothers by Alice McLellan Birney and Phoebe Apperson Hearst. On Feb. 17, 1897, over 2,000 people—mostly mothers, but also fathers, teachers, laborers and legislators—attended the first convocation of the National Congress of Mothers in Washington, D.C. Twenty years later, 37 chartered state congresses existed. In 1970, the National Congress of Parents and Teachers (National PTA) and the National Congress of Colored Parents and Teachers (NCCPT)—founded by Selena Sloan Butler in Atlanta, Ga.—merged to serve all children.

As the largest volunteer child advocacy organization in the nation, the PTA is a membership-based organization and serves as the conscience of the country for children and youth issues. Through advocacy, as well as family and community education, the National PTA has established programs and called for legislation that improves our children’s lives, such as:

- | | |
|--|--|
|  Creation of Kindergarten classes |  Hot and healthy lunch programs |
|  Child labor laws |  Juvenile justice system |
|  Public health service |  Mandatory immunization |
|  Arts in Education |  School Safety |

To read more history of the National PTA please read [here](#) or [alternatively, view History - About PTA | National PTA](#). Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of National PTA and pays dues as required.

Mission of the PTA

The mission of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

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Because PTA is a membership-based organization, joining a PTA at the local school or community level inherently provides membership to the state and national levels. There are several benefits to joining the PTA. National PTA dues are \$3.25 and state dues to Free State PTA are \$2.00.

Values of PTA

The values of the PTA underscore the ethics of PTA leaders and volunteers working together.

Collaboration - We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families."

Commitment - We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded."

Diversity - We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual, orientation, and work experience."

Respect - We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals."

Accountability - All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives."

Purpose of PTA

In terms of objectives, the PTA has the following six purposes.

- A. To promote the welfare of children and youth in home, school, community, and place of worship, and throughout the community;
- B. To raise the standards of home life;
- C. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- D. To promote the collaboration and engagement of families and educators in the education of children and youth;
- E. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and,
- F. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

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Principles of PTA

The basic principles of PTA are:

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- C. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this association.

Basic Policies of PTA

The following are the basic policies of PTA.

Despite other provisions in the Free State PTA and National PTA bylaws, the association may only engage in activities allowed for such associations as defined under the Internal Revenue Code:

1. PTAs are exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code; and as a charitable organization,
2. Contributions to PT(S)As are tax deductible under Section 170 (c)(2) of the Internal Revenue Code.

Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to Free State PTA whose purposes are in accordance with those of National PTA.

The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

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Nonprofits in Maryland

All PTAs under Free State PTA are governed by nonprofit federal and state law in addition to their bylaws, Robert's Rules of Order (latest edition), standing rules, and policies and procedures. More specifically, the Maryland Corporations and Associations is the core state reference regarding Maryland nonprofits. According to the Maryland Code, Corporations and Associations § 2-412 (read as section 2-412), every Maryland corporation is required to have the following officers:

1. A president
2. A secretary (*recording*); and
3. A treasurer

A Maryland Corporation may appoint additional officers as allowed by its bylaws. The secretary is a critical position on the PTA executive committee and one of only three positions that are required by law as a nonprofit organization in Maryland.

According to the Internal Revenue Service (IRS) a nonprofit is an organization organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purposes. PTAs/PTSAs are tax-exempt organizations which have two main benefits.

1. The nonprofit organization is not liable to pay any federal income tax.
2. Donors to the organization may deduct their charitable contributions from their own taxes.

Overall, PTAs are independent 501(c)3 nonprofit advocacy associations. The board of directors and committees decide how PTA programs like scholarships are managed. PTAs maintain their own governance documents and other written processes that are in place to grant funding for school projects, for example.

PTAs in Maryland

As the largest child advocacy association in the nation as well as in the state, PTA has existed in Maryland since 1915, and Free State PTA was chartered as the official state PTA congress serving as a branch of National PTA in Maryland since 2021. The PTA supports all students and advocates for public schools, including public charter schools.

The term PTA is interchangeable with PTSA (Parent, Teacher, and Student Association). The latter is typically found within middle and high schools and often denotes that there may be a student board member as delineated in their bylaws.

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Maryland has over 660 PTAs with a membership of over 65,000 members. According to National PTA, Free State PTA is a Tier 1 state PTA congress which puts the state level PTA on par with significantly geographically larger states such as California, Florida, Georgia, New Jersey, New York, North Carolina, Texas, Utah, and Virginia.

There are seven council PTAs located in the following areas in Maryland: The counties of Anne Arundel, Baltimore, Harford, Howard, Frederick, Montgomery, and Baltimore City. Council PTAs serve as an extension of Free State PTA and help give the state PTA congress capacity to administer training, establish new local PTA units, conduct field service, and facilitate advocacy initiatives as well as programs at the county level. To establish a council PTA, there must be three existing local PTA units in good standing.

Additionally, Free State PTA has divided PTAs into regions listed below.

Western	Eastern Shore	Southern	Central
Garrett Co,	Cecil Co.^	Charles Co.	Anne Arundel Co.
Allegany Co.	Kent Co.^	Calvert Co.	Baltimore City
Washington Co.	Queen Anne’s Co.^	St. Mary’s Co.	Baltimore Co.
Frederick Co.	Caroline Co.+	Prince George’s Co.	Harford Co.
Carroll Co.	Dorchester Co.+		Howard Co.
	Talbot Co.+		Montgomery Co.
	Somerset Co.~		
	Worcester Co.~		
	Wicomico Co~		

- As defined by the Maryland Office of Tourism
- ^Subcategory - Upper Shore
- +Subcategory – Mid Shore
- ~Subcategory – Lower Shore
- Bolded Jurisdictions indicate existence of a Council PTA



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The PTA Brand

The PTA has a rich history as the largest child advocacy association in the nation as well as in the state of Maryland. As such, the PTA Brand is where it all begins.

The name of PTA precedes you and engenders a positive notion that parents are involved at the school to help their children, partner with teachers, support administrators, and improve the school community at large. The brand that is expected to be upheld involves advocacy and programming that is of interest to members as well as nonmembers alike.



A bright idea would be to attend secretaries training at the council PTA, state PTA, or National PTA level.

Membership at the local school level PTA automatically grants membership to the Free State PTA at the state level and National PTA at the national level. While council PTAs serve as an extension of Free State PTA to bring programming and advocacy capacity at the county level, it is optional for local unit PTAs to join council PTAs. Nonetheless, council PTAs enjoy the brand of PTA as there is a constant focus of the mission, values, and purpose of PTA. PTAs don't discriminate. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of National PTA and pays dues as required in the bylaws.

Attracting Volunteers

Leadership retention begins with committed volunteers, who may or may not be PTA members. Remember a time when you decided to volunteer? Why did you decide to pursue volunteering? Almost always, it started with an ASK – either by a friend, on TV with a commercial, a public announcement on the radio, an advertisement in a publication, a post on social media or via a website, or even more organically, you wanted to help out with a cause that is near and dear to your heart. That exact same excitement can exist for volunteering with a PTA or PTSA.

A marketing specialist or membership chair (while it does help) isn't necessary to help garner interest in assisting the PTA. Depending on how involved your PTA is, strategies used, and the approach to meet the needs of membership, your PTA volunteer base will grow. Keep in mind some of the following points that will help assist your volunteer base because in the long run, these are the individuals who may be leaders championing the mission of PTA.



A bright idea would be to develop a membership chair and team to outreach to the school community for PTA volunteers.

- 1. Above all else, your top job as a leader is to recruit enough people to help**

As chair of an event, your first inclination may be to jump in and start taking care of the

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details. But remember, your role is to keep an eye on the big picture and support the many others who help make the event a success. Put most of your energy into recruiting

volunteers starting day one and throughout the planning cycle. For your teams of volunteers, put out signup sheets at every opportunity – the office, bulletin boards, take-home flyers, and if possible, online.

2. Be clear about the job description, talents and time needed, then hand over the reins

While you want lots of people to volunteer, you also need people with the time and talent to get the job done. As you begin to outreach, resist the temptation to downplay the effort required. When a volunteer indicates interest in a certain role, send an email that states the goals, expected results, time and skills needed. No need to tell them how to do the job but do be clear about the expected results and outcomes. Make sure they reply with any questions or tell you clearly that they are ready to go. Finally, give them the freedom to do their job in the way they feel most comfortable.

3. Manage inter-dependencies

Work with your committee chairs to create a timeline showing all of your planning activities and identify areas where one committee needs things that will be produced by another. Make sure everyone is aware of these important timing needs. Check in occasionally to verify that everyone is still in sync.

4. Leverage technology

There are endless options for using the Internet to cut your workload as you organize volunteers. Take advantage of them! If you plan to run much of your event online, you'll need helpers with strong technical aptitude – again, it's important to delegate - but your whole group comes out ahead as a result. Working together, sort out whether you'd like to use online tools that allow you to:

- communicate with committees and subcommittees of volunteers,
- invite volunteers and have them select roles and time slots of interest all at once,
- sell event tickets and collect payments,
- set up a blog or web page for publicity,
- some or all the above.

5. Don't reinvent the wheel

Most major school events involve a number of flyers, forms, and instruction sheets. Start by looking online for the best examples. Then as you create your own versions, keep an ongoing file to pass on to next year's event chair, so they don't have to start from scratch.

6. Celebrate success at every step

During the planning process, event day(s), and afterwards, how and what will you celebrate? Be sure to point out great work done by your volunteer team along the way

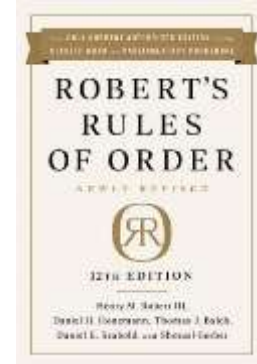
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and send lots of thank you notes. After the event, a slide show or party may be in order. A celebration adds enthusiasm for next year's event, and everyone deserves the fun of recognizing a job well done. Please be sure to share successes on your PTA communication outlets.

Value of Parliamentary Procedure

Parliamentary procedures are a set of rules for conducting orderly meetings that accomplish goals fairly. PTAs use Robert's Rules of Order to manage the annual meeting when elections occur. Benefits of parliamentary procedure include the following:

- Justice and courtesy for all
- Maintaining order
- Consideration of one item at a time
- All sides are heard
- Ability for each member to provide input
- Majority rule
- Protecting the rights of the minority



The bylaws template in Article XVI, Parliamentary Authority, states that the rules contained in the current edition of Robert's Rules of Order Newly Revised govern constituent unit PTAs in all cases in which they are applicable and in which they are not in conflict with the bylaws, National PTA bylaws, Free State PTA bylaws, or the Articles of Incorporation.

Should the nominating process or elections not follow parliamentary procedures or established guidelines within the bylaws, policies and procedures or standing rules, the entire process may be challenged and possibly render elections invalid. Hence, it is important to obtain guidance whenever necessary from council PTA or state leaders on implementing nominations and elections.

Recruiting for the Nominating Committee

Not only is membership recruitment a great way to build capacity to carry out the advocacy and programmatic priorities of a PT(S)A, but recruiting members for a long-term pipeline for leadership is ideal. Outreach to serve on the Nominating Committee appeals to potential volunteers who may think the job is easy and have professions or backgrounds complimentary for service on a Nominating Committee. Backgrounds related to serving on a nominating committee encompass a variety of professional and personal experiences that enable individuals to effectively identify, evaluate, and recommend candidates for board and leadership positions. Key backgrounds often include:

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- **Executive Leadership and Management:** Individuals with experience as CEOs, entrepreneurs, or senior executives bring valuable insights into leadership competencies, strategic thinking, and the challenges of organizational management.
- **Recruitment and Human Resources:** Experience in these areas equips individuals to spot qualified candidates, conduct interviews, and evaluate cultural and organizational fit.
- **Board Governance:** Experience serving on other boards or committees, coupled with knowledge of governance structures, policies, and principles, is crucial for understanding the responsibilities of board members and the strategic direction of the organization.
- **Financial Expertise:** Understanding financial principles, budgeting, and risk management is important for selecting candidates who can ensure the organization's financial health and sustainability.
- **Industry Knowledge:** Familiarity with the specific industry or field of the organization is beneficial for identifying candidates with relevant expertise and understanding the challenges and opportunities within that sector.
- **Diversity and Inclusion:** A commitment to diversity and inclusion, reflected in experience working with diverse teams or communities, is essential for building a well-rounded and representative board.
- **Networking and Relationship Building:** Strong interpersonal and networking skills are valuable for connecting with potential candidates, building relationships, and effectively communicating the organization's mission and values.

A strong nominating committee includes members with varied backgrounds, enabling effective identification and recruitment of leaders for the PTA. In short, however, anyone who is interested in serving PTA should be sought.

What is a Nomination?

The definition of a nomination is, in effect, a proposal to fill “a vacancy” in an assumed motion “that ____ be elected” to the specified position.

~*Robert’s Rules of Order, 12th Edition, Section 46:1*

Hence, a call for nominations is a solicitation to the membership desiring that they fill a vacancy to serve on the board of directors. To nominate someone for office is to recommend an eligible person.

The guidelines that drive the nomination and election process are delineated in local as well as council PTA constituent bylaws. For the purposes of this guide, the uniform bylaws that are being referenced are within the local PTA and council PTA bylaws templates. However, in all constituent bylaws it is likely that Article VI Officers and Elections is where Nominations and Elections are addressed.

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What's Involved in the Call for Nominations

Oftentimes when a notice is put out to membership about the interest to accept nominations for office, the notice is referred to as a Call. A **call for nominations** is an official request or invitation for individuals to be considered for a particular position such as vice president, for example. Guidelines in a call for nominations may be established within standing rules.

Notice Communications

Email	Bulletin Board
Newsletter	Flyer sent Home
Social Media	Staff Meeting
Websites	Public Library
School Marque	Automated Call

Notice – the notice should be posted for members of the school community to see. Diversifying ways to provide information to parents will help ensure a diverse pool of candidates. Mentioning it at sports games and other school functions will assist in outreach.

Notice Content (best practice)

- Position of Office
- Submission Deadline
- Eligibility (including cut-off time)
- Application Process

Content – the call should include at a minimum, what positions need filling, position descriptions along with terms, eligibility requirements, what's involved in the application process including where to submit the to whom to address questions. Remembering to inform applicants of the deadline is critical as well.

Application Process

- Nomination Form (Google, PDF Fillable, etc.)
- Letters of Interest (LOI)
- Interviews

Applications – should be easy to access and

maximum outreach would consider online access as well as hard copy applications, especially if requested. Sometimes the application process may involve an interview. Alternatively, an application can be a letter of interest (LOI) and require recommendations or references.

Diversity, Equity, and Inclusion (DEI)

Role of Diversity Equity and Inclusion

In terms of DEI, you may want to consider diverse ways of reaching a variety of demographics within your school. Perhaps having nomination applications or information regarding the process in a different language or posting notices in areas heavily visited by parents of culture or heritage. Even a flyer or pictorial of diverse leaders can be used. Be sure to include a range of grades and community groups for outreach for nominations.

Furthermore, be mindful to seek leaders who represent the demographics of your school. Be sure to outreach to affinity groups to solicit for leaders or even nominating committee

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members. Track retention metrics and demographic data of leaders and members to help monitor DEI progress. Also, it's important to seek officers who are diverse in thought.

Running for PTA Leadership

At a minimum, all officers and candidates must be a member of a PTA or PTSA. Candidates MUST signify their consent to serve if elected. While election months may vary from organization to organization, it occurs at the annual meeting, which usually occurs between April and June.

Officers Needed

The officers needed depend on what your unit has decided, but at a minimum it will be President, Secretary, and Treasurer. The membership year is from July 1 to June 30, and all newly elected officers within the annual meeting take office on July 1 barring that no elected officer resigns prior to July 1. If there is a resignation after the election, it may be after July 1 when that vacancy is filled. Please note that upon a resignation or otherwise the inability of an elected board member to fulfill his or her duties, Article II on the Duties of Officers, the President's duty is to *coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted.*

Hence, the job functions must continue via this coordination and a notice of vacancy should be immediately provided to the membership to seek needed positions. We will address filling vacancies later in the training.

Examples of Officer Positions

Because the PTA or PTSA is a nonprofit governed by the Maryland Code, which is a compilation of statutes (i.e. laws) passed by the Maryland General Assembly, the state requires a minimum of three officers: President, Secretary and Treasurer. Examples of other officers are in the chart.

Requirements by Law	Examples of Officer Positions
<p>*Each Maryland corporation shall have the following three (3) officers:</p> <ul style="list-style-type: none"> • President • Secretary • Treasurer <p>In addition to the required officers, a Maryland corporation may have any other officer provided for in the bylaws.</p> <p>*Maryland Corporations and Associations Section 2-412 (Md. Code, CA § 2-412)</p>	<p>The nominating committee shall nominate an eligible person for each office to be filled. Examples include:</p> <ul style="list-style-type: none"> • VP of Advocacy • Corresponding Secretary • VP of Membership • Recording Secretary • VP of Programs/Events Delegate • VP of Fundraising • Communications/Tech • First Vice President • VP of Field Service (Council PTAs)

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Outside of the three required positions there are many other officer positions including an officer for Family Engagement; Diversity, Equity and Inclusion; Reflections/Arts;

The bylaws determine the term. However, the template states:

- ✓ An officer shall not be eligible to serve more than two (2) consecutive terms in the same office.
- ✓ An officer who has served in an office for more than one-half (1/2) a full term shall be deemed to have served a full term in such an office. For instance, if the secretary took office on July 1 and remained in office until at least Jan. 1, they would have served a full term.
- ✓ An officer shall not be eligible to serve more than two (2) consecutive terms in the same office.

Additionally, Article VI (6), Section 2d states: Officers shall assume their official duties the first day of the fiscal year and shall serve for a term of “x number of” year(s) **OR** until their successors assume their official duties.

Role of Nominating Committee Chair

Keeps things moving and establish a commitment to finish the process from beginning to end. The chair should collaborate with committee members and delegate tasks. In a timely fashion, the chair, with committee member input, should develop the call that gives notice for leadership recruitment to notify the community of vacancies. It is important not to overlook teachers or staff members. If there is a student board member, be sure not to overlook student members. Before the Chair communicates the slate to the Board via a report as well as to all candidates some number of days prior to the election, the chair must obtain signed consent from all nominees that they are willing to serve if elected to an office.

Furthermore, it is important to communicate to all candidates who were not selected for the report of slated nominees. When the report is published, consider including information on the role of the Nominating Committee and informing members that the nominations from the floor will be accepted at the annual meeting at which the election will occur. Lastly, at the annual general meeting, the presiding officer presides over the election. However, standing rules may allow for an alternative leader.

Duties of the Nominating Committee

The bylaws of constituent PTAs shall include provisions establishing a nominating committee.

However, in general, the duty of the Nominating Committee is to find the best candidate for office. The Nominating Committee determines the application process whether it includes a form application via a Google Form or PDF fillable document, a letter of interest, resume or interview. Maintaining the integrity of the Nominating Committee and election process is

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essential for valid elections. And one of the first items of business of the Nominating Committee is to elect a chair. All Nomination Committee members as well as any potential alternate members must be members of a PTA or PTSA.



Winning characteristics of a Nominating Committee are:

- Maintaining confidentiality**
- Understanding specific roles and responsibilities**
- Practicing impartiality**
- Being transparent**
- Exhibiting integrity**
- Exercising great communication skills.**

Composition of the Nominating Committee

Must be composed of at least three people and must have an odd number of persons. It would be wise to have committee members who would be available as an alternate should someone from the committee who may need to step down or cannot fulfill his or her duties consistently. It is important to have alternates available for the final vote on committee nominations just in case the core selected nominee committee members are absent or late during the vote. It should be designated who are the alternate Nominating Committee members. The bylaws should state how the nominating committee is elected and “alternates” are usually not part of the process. They are usually elected by plurality vote. If there is a vacancy, the bylaws should stipulate how committee vacancies are to be filled.

The board or membership may vote for the composition of the Nominating Committee.

Selection of Committee Membership

The Nominating Committee is either elected by the general membership or the board of directors. Within a meeting, the President, who is usually the chair, should have an agenda item for electing the Nominating Committee members and simply ask for board members or the membership in general to make nominations for committee members. Before that time, it may be a good idea to state within the appropriate meeting to ask people to think about who they would want to nominate to serve on the Nominating Committee.

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Timeline

In terms of when the Nominating Committee is formed, it is formed at some amount of time specified in the bylaws prior to the election of officers. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership some number of days prior to the annual general membership meeting at which additional nominations may be made from the floor.

Application Process

Whatever process is being used to identify the best qualified candidates to fulfill a vacancy, it is imperative that committee members have a written process to follow. It is useful to ask candidates if they are willing to serve on a committee if not selected. Such information should be made known to the incoming president for a potential appointment. Applications may require photos, questions to answer, an interview, or request references.

Nominating committees will usually ask questions of potential board members about their:

- ❖ Skills
- ❖ Talents
- ❖ Attendance
- ❖ Recognitions and Awards
- ❖ Willingness to draw their personal and business networks into the organization.

Reporting the Slate of Nominees

The Nominating Committee will determine a slate of nominees for each office.

A slate of nominees means a list of all candidates proposed by the Nominating Committee, who have consented to that nomination. There will be a submission of one name per position by majority vote of present committee members.

The Slate remains “confidential” until a report to membership has been submitted: Respect the need to maintain confidentiality by not discussing outside the committee who has been nominated. Because the committee speaks as one voice, there is absolutely no need to disclose how the committee voted. Hence, do not share with anyone outside the committee how it came to pass that certain nominees were selected or voted on as deliberations are private just as they are in any committee meeting.

Upon conducting the application review, each committee member must be aware of the duties and responsibilities of each vacant position. Committee members must be accountable for their decisions and align the needs of the PTA with the skill sets of potential nominees. Impartiality plays a role when reviewing candidate applications. To help with impartiality it would be a good idea to establish a rating system with a rubric and quantitatively, especially if

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there is more than one qualified candidate for each vacancy. And remember, selecting your friend isn't always the best idea.

Overall, nominating committee members should be able to give objective consideration to nominees, be able to use sound judgement and skill in evaluating nominees, and be aware of the qualifications and abilities of potential nominees.

The Nominating Committee is automatically discharged of its duties upon making their report at the annual meeting. Article VI, Section 3C states: *The Nominating Committee shall ...report its nominees to the general membership at least 10 days prior to the general membership meeting.*

This report is the submission to the **board of directors** in addition to the membership. If one of the nominees withdraws before the election (which causes a vacancy), the Nominating Committee is revived and should meet immediately to agree upon another nomination if there is time. (*Robert's Rules, Section 46:17*)

1. Notice should be sent to the membership regarding a new vacancy.
2. If there is no time to vet a candidate for a nomination, then the notice shall indicate people may run from the floor for this new vacancy.

It is very critical to adhere to the reporting deadline of the Nominating Committee. Failure to do so forces all nominees to run from the floor and makes it impossible for the Nominating Committee to do its duties. Hence, let's review the process for providing a report. It's important to note that while candidates slated for office are to be notified, the report of the Nominating Committee should be sent to those candidates who were not nominated as well.

Script of the Report

The Chair or a Committee member may read out the report of the Nominating Committee.

At the annual general member meeting, the chair should repeat the report that was distributed some number of days prior. Upon reporting, the Chair may state something like:

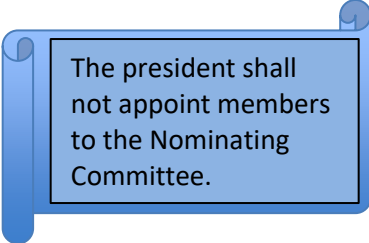
Chair: "Madam President, the Nominating Committee submits the following nominations: For President, Mr. Friendly; for Vice President, Ms. Inviting; for Secretary, Mr. Notes, and for Treasurer, Ms. Numbers [and so on for each office to be filled]" (In the order listed in the bylaws)

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Role of President

During the Nominating Process

There is a reason why Article X, Section 5 on Committees excludes the President from serving as Ex-officio a member of the Nominating Committee. In addition to the fact that the president should not appoint members to the Nominating Committee, he or she should not be a member of it to maintain the committee's integrity by remaining impartial.



The president shall not appoint members to the Nominating Committee.

Furthermore, a president shouldn't sit on a nominating committee due to potential conflicts of interest and a need for independent assessment of candidates. The nominating committee's role is to objectively identify and recommend qualified individuals, and the president's involvement could create bias or the perception of it. Here are a few reasons why:

Perception of Bias:

If the president is on the committee, it might appear that they are trying to influence the selection of their preferred candidates, potentially discouraging other qualified individuals from being nominated.

Conflict of Interest:

The president may have personal relationships or vested interests in certain candidates, which could compromise their objectivity in the selection process.

Reduced Transparency:

Limiting the president's direct involvement in the nominating process can enhance transparency and build trust within the organization.

Independent Assessment:

The nominating committee needs to assess candidates based on their qualifications and suitability for the role, without undue influence from the president.

During Elections

The president runs the election upon receiving the report of the Nominating Committee. There are a couple of different ways the President can run the election. The Chair may want to collaborate or delegate election related tasks such as being a teller to committee members.

After the Nominating Committee has presented its report, the chair of the meeting calls for further nominations from the floor. While the election is pending there are two options for voting upon closing nominations from the floor:

1. All nominations from the floor are completed and nominations are closed for each office before voting for any office takes place. **OR**
2. When nominations for one office have been completed, votes are cast for that office and the result is announced before the chair calls for nominations for the next office.

Nominations and Elections Guide

Slated versus Floor Nominations

The infographic is titled "Slated versus from the Floor" and features the Free State PTA logo in the top right corner. It is divided into two columns: "Slated" and "Floor Nomination".

Slated	Floor Nomination
<ul style="list-style-type: none">• A slate is a list of candidates that typically includes the same number of candidates as there are positions available for election.• Candidates would have experienced a vetting process	<ul style="list-style-type: none">• Requires no application• Must be a PTA/PTSA member• May not be previous officer for the same position upon consecutive term expiration• No second is required

The advantage of being slated is that confidence is placed with the Nominating Committee seeking the best qualified candidate. However, this doesn't mean a floor nomination is less qualified per se, but it does allow the floor nominees to appeal directly to the membership.

In the case where there is more than one nominee, then there should be a process in place to allow competing candidates to speak to why he or she is better qualified than the other. Oftentimes, nominees for a single office have an opportunity to have a limited time to speak before members. Campaigning should be viewed as prohibited unless the Board of Directors establish guidelines for campaigning. This is the best practice to ensure fairness and equity of the process.

Nominations and Elections Guide

Standard Practices of the Nominating Committee

- ✓ Before reporting on the nominees in the order they are listed, contact each person whom it wishes to nominate, to obtain **written** acceptance of nomination.
- ✓ Submit to all members a listing of nominees by stated deadline in bylaws implemented in usual information networks.
- ✓ A complete list of the committee's nominations should be read again before calling for nominations from the floor.
- ✓ Nominations for offices are taken in order they are listed in the bylaws

There are some simple standard practices of the Nominating Committee.

Dos - **Be mindful to**

1. Study carefully the qualifications of members before presenting the name as a nominee
2. Check the membership list to be sure the nominee is a member of the organization,
3. Maintain committee deliberations is left exclusively among committee members,
4. See to it that the report of the nominating committee is publicized through proper channels

Election Protocols

At the annual meeting, elections should be on the agenda. Oftentimes, it is virtually the last item on the agenda so that meeting attendees can be a part of the business of what is typically the last meeting of the year. Although the board and members received the written report of the Nominees some number of days prior, it is important to state the report at the meeting as well.

It is highly advisable to have a script when conducting nominations from the floor and running an election. It is very important that the President repeat the name of the nominee submitted by the nominating committee first.

Nominations and Elections Guide

Nominations are taken for successive offices in the order the bylaws list them.

Protocols on Elections in General

1. Only members may vote
2. Reiterate ground rules for candidate remarks, if applicable
3. Article VI, Section 2f of the local bylaws template states: Officers shall be elected by ballot and a majority vote shall elect. If there is only one nominee for an elected position, the nominee shall be declared elected.
4. A majority vote shall be required for election.
5. The president appoints teller(s) to count votes
 1. Typically, there is an odd number of tellers
 2. There should be a designation of a head teller
6. The secretary must write the vote in the minutes by listing the names and titles of the new officers for the ensuing year. The tellers' report must be included in its entirety in the minutes.

The slide features the Free State PTA logo in the top right corner. The title 'Election Process' is centered. Below the title is a checklist with two main sections: 'Nominating chair should read the bylaws section that pertains to elections.' and 'Elections'. The checklist items are as follows:

- Nominating chair should read the bylaws section that pertains to elections.
 - The Nominating Committee Chair presents committee nominees.
 - The chair asks if there are any persons running from the floor.
 - Hearing none, nominations become closed per each office.
 - Upon closing all nominations, the elections process occurs.
- Elections
 - May be ran by Chair of Nomination Committee or president.
 - A single nominee may be considered via voice vote.
 - Multiple nominees shall be considered via ballot.
 - All voting must be live (no proxy voting or by mail)
 - All must be elected by majority vote.

To the right of the text is a photograph of a yellow diamond-shaped road sign that reads 'ELECTION Just Ahead' against a blue sky with clouds.

In the absence of the election process established in bylaws or standing rules, the above chart is brief summary of how the process can be conducted.

Script on Running from the Floor

Offices are taken in the order listed in the bylaws. Upon calling for nominations from the floor, the chair first repeats the name that was submitted by the nominating committee: thus,

Nominations and Elections Guide

Chair: “For President, Madam Candidate is slated by the Nominating Committee. Are there any further nominations for the office of President?”

[If a member nominates another person, the chair repeats the name of that nominee.]

Chair: “Mr. Determined is nominated for the office of President. Are there any further nominations?”

[When it appears that no one wishes to make a nomination, the chair repeats the question again, and if there is no response, nominations are closed.]

Chair: “Are there any further nominations for the office of president [pause] if not...[pause] nominations are closed. **Alternatively stated**, “Without objection nominations are closed.”

Script with No Nominating Committee

If there is no nominating committee and nominations are from the floor, the Chair (President) calls for nominees by saying:

Chair: “Nominations are now in order for the office of President”

Member States: “Mr. President, I nominate Mr. A”

Chair: “Mr. A has been nominated. Are there any further nominations for the office of President?” [pause] if not...[pause] nominations are closed. **Alternatively stated**, “Without objection nominations are closed.”

Should there be no Nominating Committee or the Nominating Committee was unable to fulfill its core duty of providing notification of nominees to the membership some minimum number of days prior to the annual general meeting, then all candidates must run from the floor and the script will alter just slightly. The script follows a very similar pattern.

Election Procedures

While the local PTA and Council PTA bylaw templates are silent on the matter of ballot versus an automatic election, such a decision can reside in standing rules. If a constituent unit doesn't have standing rules to address the matter of elections for a single candidate of office, then such authority may reside in the bylaws of the Free State PTA. In accordance with Bylaw Article VII, Section 3, Subsection B on elections states the following:

The vote shall be conducted by ballot and a majority vote shall elect. If there is no more than one (1) nominee for an elected position, the nominee shall be declared elected. In either case of the type of voting, there needs to be an appointment of one or more tellers and materials such as a tellers' report.

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Virtual (on-line via computer)

The teller(s) again should be designated by the President to tally the votes. There can be an election poll developed for voting with the results sent to an odd number of tellers to verify the count. **One should note that if Zoom is being used to address an election poll, the administrator of that poll will be unable to vote.** Various electronic voting software options are available for use by PTA units.

The graphic is a white rectangular box with a thin green border, set against a light wood-grain background. In the top right corner of the box is the Free State PTA logo. The title 'Virtual Election Procedures' is centered at the top in a large, bold, black font. Below the title is a horizontal line. The content is organized into two main sections, each with a blue heading and a list of numbered steps. To the right of the second section is a small photograph of a pair of black-rimmed glasses, a pen, and a notebook on a wooden surface.

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Virtual Election Procedures

1. **Prior to the Meeting**
 1. The Committee should have disseminated guidelines on the eligibility process
 2. Decide up to what point can members join the unit to be eligible to vote or run from the floor. Oftentimes the deadline is immediately prior to the meeting.
2. **Virtual meeting (options for counting votes)**
 1. Separate members from non-members in breakout rooms
 2. Use an electronic polling feature that counts people and not percentages
 3. The teller counts the hand, voice or poll votes
 4. Send votes to a teller – if anonymity requested

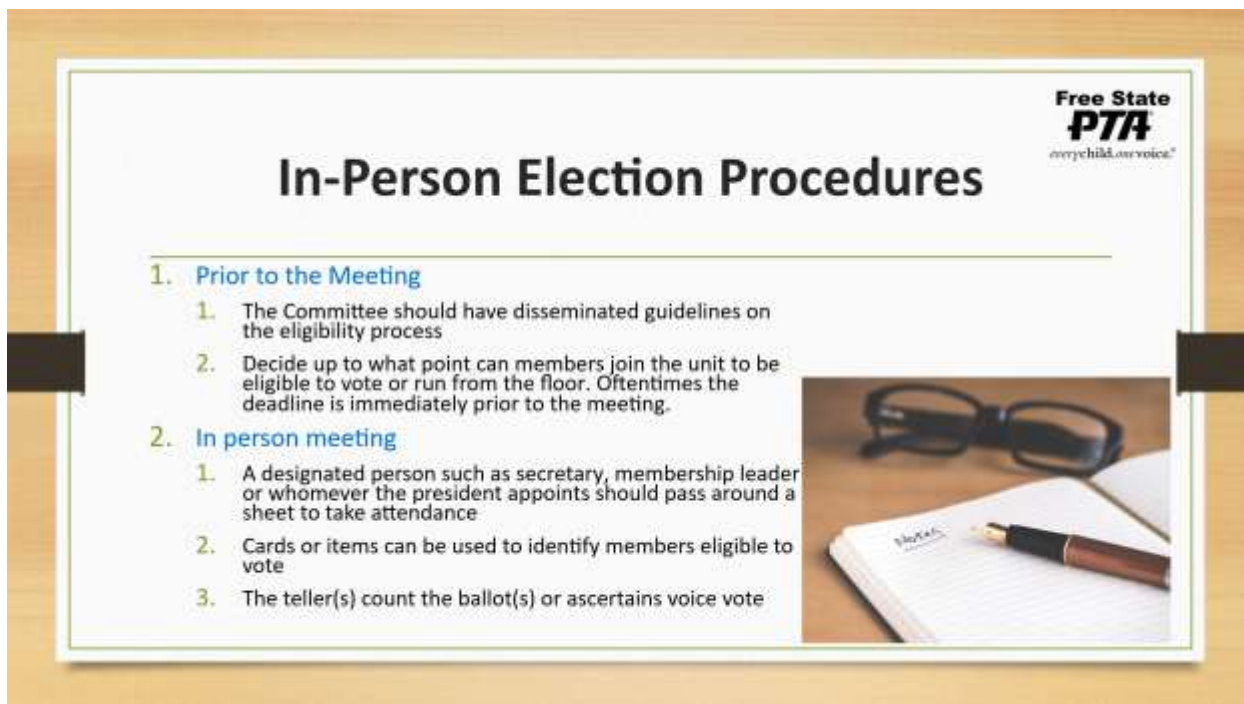
In person – Ballot Voting

After the Nominating Committee has presented its report, the President calls for further nominations from the floor. While the election is pending there are two options on voting upon closing nominations from the floor:

1. All nominations from the floor are completed and nominations are closed for each office before voting for any office takes place. **OR**
2. When nominations for one office have been completed, votes are cast for that office and the result is announced before the chair calls for nominations for the next office.
 - A ballot “box” should be placed in front of the room and guarded by a teller
 - During the counting of the ballots, one of the tellers should read each ballot out loud while two other tellers record the votes on their tally sheet
 - To be sure of the votes cast, this process should be repeated.
 - The candidate who is determined to have won the election is the candidate who received the majority of votes cast

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- All tellers should sign a final tally sheet presented to the President
- The head teller, as designated by the President, brings the tally sheet to the president and the President reads the teller's report and announces the results.



The slide features the Free State PTA logo in the top right corner. The title 'In-Person Election Procedures' is centered at the top. Below the title, there are two main sections: '1. Prior to the Meeting' and '2. In person meeting', each with a numbered list of instructions. To the right of the text is a photograph of a desk with a pair of glasses, a pen, and a notebook.

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In-Person Election Procedures

- 1. Prior to the Meeting**
 1. The Committee should have disseminated guidelines on the eligibility process
 2. Decide up to what point can members join the unit to be eligible to vote or run from the floor. Oftentimes the deadline is immediately prior to the meeting.
- 2. In person meeting**
 1. A designated person such as secretary, membership leader or whomever the president appoints should pass around a sheet to take attendance
 2. Cards or items can be used to identify members eligible to vote
 3. The teller(s) count the ballot(s) or ascertains voice vote

Because the annual general meeting usually has an election, a hotly contested election may result in an extraordinary amount of attendance to the last meeting of the school year. If verifying membership doesn't occur at the beginning of the meeting for voting purposes, an attendance sheet may be used to verify quorum and eligibility to vote. Leaders should be cautioned that without a cut off time publicly shared with the school community in advance of the election to be considered eligible to vote, verifying who can participate in the business of the annual meeting can become chaotic and the election results can be challenged if a person suspects that a non-member voted.


After a quorum is determined consider providing members with some identifier that highlights their eligibility to obtain a ballot. Or, at the beginning of the meeting, distribute a ballot to an attendee who is on the membership roster. Be ready to have at least 2 to 3 people verify eligibility based on how contested the election may be.

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Procedure for Counting Ballots

- The tellers take the ballot box to a quiet area to count.
- During the counting of the ballots, one of the tellers should read each ballot out loud while two other tellers record the votes on their tally sheet.
- To be sure of the votes cast, this process should be repeated once.
- The candidate who is determined to have won the election is the candidate who received the majority of votes cast.
- All tellers should sign a final tally sheet presented to the President.
- The head teller, as designated by the President, brings the tally sheet to the President and the President announces the results.



Installation of Officers

Once officers are elected, they assume office at the beginning of the new fiscal year on July 1. Installing officers upon election is completely optional and ceremonial in nature. An installation is announcing election results, and a new leader is declared and installed. It's a great way for outgoing leadership to be appreciated and for incoming leaders to be recognized for their courage to help manage a nonprofit business.

Installation usually involves a state PTA or council PTA leader making a brief statement of inspiration and congratulations to incoming leaders. Sometimes outgoing and incoming leaders are provided with a small gift alike. Absent such a state PTA or council PTA leader, who is informed in advance, a former esteemed officer may be selected to conduct the installation. If a constituent body is fortunate enough, a current or former National PTA leader or governance member may be available as they may be a nearby resident.

Of course, taking and utilizing pictures of officers together as well as headshots would be a great way to showcase them in the future.

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Recording Election Outcome in the Minutes

The official record of meetings and its business transactions is referred to as the minutes.

The minutes of a PTA meeting are a permanent record of the business done at a meeting and they are necessary legal documents. Minutes can be used as a legal document in litigation, so it is imperative that they be objectively recorded and conscientiously transcribed into a final document.

It is important to place the names of the election winners in the minutes because that may be used as a record for the bank as signatures will change over the summer. Again, the complete tellers' report must be included in the minutes.

Publicizing Officers

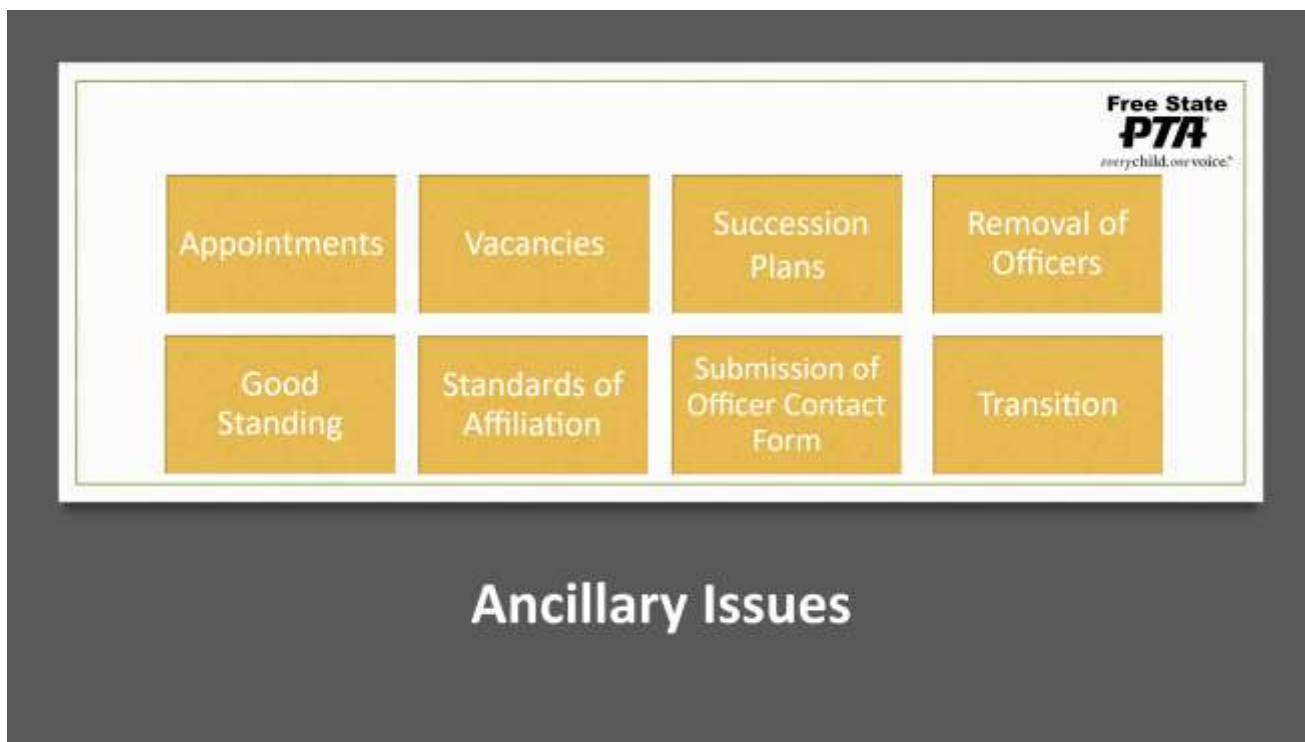
Timely updates on leadership reflect responsible leadership and an effective PTA. Remember how you felt when you visited an outdated website? It detracts from credibility and care of the association, so it is very important to update and inform the membership, partners, and school administration of a new incoming board. You can make it special and fun. Nonetheless, some minimum actions to accomplish include:

- Informing Free State PTA per guidelines on Standards of Affiliation and Good Standing
- Updating school and PTA website (possibly with photos and contact information)
 - Notify members via ordinary channels of communications
 - Newsletter
 - Social Media
- Using minutes to authorize a change on bank account if applicable
- Updating partners and leaders engaged in ongoing events
- Sharing with school administration

Ancillary Issues

After elections, officers and board members take office in the new fiscal year beginning on July 1. It's worthwhile mentioning some related issues that incoming board members should know and how to address vacancies that occur outside of the annual general meeting.

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Appointments

For the secretary in particular, the President can appoint (or one can be elected) a secretary pro-tem so that a person can take minutes specifically for that meeting in absence of the Secretary

Vacancies

Article VI (6) Section 4. Addresses Vacancies

Upon acceptance of a letter of resignation from any officer, notice shall be given to the general membership of the vacancy within fifteen (15) days. The vacancy, except for president, shall be filled for the unexpired term by a person elected by a majority vote of the board of directors. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the 1st vice president. In the event the 1st vice president chooses not to assume the office of president, the general membership shall be notified, and a special election shall be held by the general membership (Article XI, Section 3)

Vacancies of standing or special committee chairs shall be filled by the executive committee in accordance with Article X (10), Section 7.

Succession Plans

Understand that succession planning commences the moment one takes office. Such a plan involves developing or updating procedural guidelines for your position or committee so that your successor will have an easier time acquiring resources and knowledge upon assuming their duties. If there are no succession plans for incoming officers, please consider developing them

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now. Information such as what to do in certain situations, contacts, a copy of the bylaws, etc. or anything else that helps you do your job should be included.

Removal of Officers – Article 8, Section VI (6) stipulates why a board member may be removed. This should be a remedy to a problem such as absenteeism, consistently damaging the brand of PTA, fraudulent or criminal acts, etc. and should not be done based on personal reasons. Any deliberations considering the removal of an officer should be made in an executive session.

Refer to the bylaws to determine how officers are removed from office by referencing the words in the “term of office”. Take heed to the use of OR or AND. In Robert’s Rules of Order 56:28-30 it states the following:

*If it is preferable (1) to permit removal of officers only for a cause, through disciplinary proceedings that may involve a formal trial, then the bylaws may provide that officers “shall hold office for a term of _____ year(s) **AND** until their successors are elected.*

(Results in officers being removed from office for a cause by disciplinary proceedings as provided in the parliamentary authority.)

OR if it is preferable

*(2) to permit their removal at the pleasure of membership by a two-thirds vote, a majority vote when previous notice has been given, or a vote of a majority of the entire membership, then the bylaws may provide that officers “shall hold office for a term of _____ year(s) **OR** until their successors are elected.*

(Results in officers being removed from office at the pleasure of the membership as provided in the parliamentary authority.)

Good Standing - Newly elected officers should understand what is required to maintain good standing as a constituent unit. While good standing is not defined in the bylaws, it is a term of art used to describe a subset of requirements under Standards of Affiliation (SOA), that is considered the minimum standard to be identified as a PTA. When PTAs are in good standing, it makes their members eligible for participation in the National PTA programs, scholarships and awards via the Free State PTA, eligible to serve as a delegate at the state and national level PTAs, and so much more.

Standards of Affiliation – Standards of Affiliation are more factors that grant the status of a PTA as identified by the Free State PTA. These factors are more than just being in good standing and include training required by the treasurer or other board members. Please continue to review the Free State PTA website on Standards of Affiliation, training, and subscribe to communications sent by Free State PTA.

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Submission of Office Contact Form – On or shortly thereafter July 1, the new officer list should be provided to Free State PTA at soa@fspta.org.

Transition – Once officers for the ensuing year are elected, please begin the transitioning process which includes succession plans. For treasurers, be sure to complete the Financial Review process. Share information about where files are kept and what projects are being completed. Feel free to share reports as well so that the incoming officer has a history of what has occurred. Try your best to make things as easy as possible to step into your shoes upon vacating the office for a new leader. Please note that transition materials are turned over to the president in accordance with the bylaws template, Article VII (7), Section 5.

Sample Letter Templates

Here are some sample letters that can be used for common scenarios for nominees and candidates.

Scenario 1: A member applies and is nominated (slated)

Dear [Candidate's Name],

Congratulations! In accordance with the standards set forth by the Nominating Committee, you have been nominated to serve as (office). Your name will be moved forward to go on the ballot for consideration and distributed to the membership along with the other slated nominees. Elections will be held on (date, time, and location) at which time you have the option to provide a speech no longer than (number of minutes). Please be mindful that while you are slated as the nominee, members may run from the floor for the same position.

In the meantime, you are requested not to campaign for this position in any way, shape, form, or fashion. This includes promoting your intended position on social media or external to the school. Similarly, we respectfully request that you not speak ill of any slated candidates. While you do not have to be present during the election, you are encouraged to be available. Please remember, in accordance with Article VI (6) of the (name of PTA constituent unit) bylaws, there is no proxy voting. Should you be elected, you will assume office on July 1. Should you have any questions, please contact me at (phone number) and/or (email).

On behalf of the Nominating Committee,
[Your Name, Your Title]

Scenario 2: A member applies and is not nominated (not slated)

Dear [Applicant's Name],

Thank you for your willingness to serve the PTA as leader (more personal to state the specific office or position). While the Nominating Committee was excited to have well qualified leaders such as yourself apply, we are only able to put forth one name. The slate for this leadership

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position is settled. However, because of your skills, talent, interest, and desire to lead, we ask that you consider another position that remains vacant. Additionally, you may run from the floor for the original position you desired. Should you decide to run from the floor for any position, please announce your candidacy at the annual general meeting when asked if there are any additional candidates interested in running from the floor. You may self-nominate and nominations from the floor do not require a second.

Elections will be held on (date, time, and location) at which time you have the option to provide a speech no longer than (number of minutes). Please be mindful that other PTA members may run from the floor for this same position along with the nominee who was slated by the Nominating Committee. In the meantime, you are requested not to campaign for any position in any way, shape, form, or fashion. This includes promoting your intended position on social media or external to the school. Similarly, we respectfully request that you not speak ill of any slated candidates. Please note that you must be present to run from the floor. Lastly, in accordance with Article VI (6) of the bylaws, there is no proxy voting. Should you be elected, you will assume office on July 1. Should you have any questions, please contact me at (phone number) and/or (email).

On behalf of the Nominating Committee,
[Your Name, Your Title]

Scenario 3: A member runs and doesn't win.

The PTA would like to honor your candidacy for leadership by asking you to consider serving as (name of office that still has a vacancy) **or** on a committee and being a part of governance. Now that the election is over, vacancies will be filled in accordance with the bylaws. Your willingness to volunteer is a steppingstone for continued support of the PTA and we appreciate the time that you have to offer in fulfilling the mission of the PTA. Should you be interested, please contact the president at (number) or (email) for more details.

On behalf of the Nominating Committee,
[Your Name, Your Title]

Scenario 4: A member runs and wins

Congratulations on your upcoming term as (name of position or office). The PTA eagerly awaits your leadership. Shortly, you will receive onboarding information and details from the president regarding next steps. Thank you again for your willingness to sustain our PTA in a positive way and keep the mission at the forefront of all you do. Should you have any questions, please contact the president at (number) or (email) for more details.





On behalf of the Nominating Committee,
[Your Name, Your Title]

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Sample Nominating Flyer

This sample is designed to be a one-page flyer with a Calibri font at an 11 point.

(Name of PTA) Seeks Nominations for the
(List School Years) School Years for the following offices: (goes in header)

<p>President – A levelheaded leader who chairs meetings, meets with the principal regularly, and coordinates work of committees and officers, etc.</p>  <p>Qualifications – Champions advocacy and outreaches to membership. Is collaborative.</p>	<p>Vice President – Acts as an aide to the president, performs duties of president in his or her absence, and fulfills other requested tasks, etc.</p>  <p>Qualifications – Takes initiative, is supportive and learns from president.</p>
<p>Secretary – Records the minutes (motions and notes significant business), maintains copy of bylaws, and current membership list, etc.</p>  <p>Qualifications – Detail oriented, can develop flyers and QR codes, and organized.</p>	<p>Treasurer – Keeps the financial records, makes oral and written reports, files taxes, and ensures conduction of financial reviews.</p>  <p>Qualifications – Can navigate websites, literate in computer software, and enjoys numbers.</p>

Fun Facts:

All positions are for (number)-year term(s).
Leaders help manage a 501(c)3 nonprofit business.

The PTA is a child advocacy association.
Training is by the county, state, and National PTA

Eligibility

Must be a paid member of the (local unit of PTA).
Must believe in the [mission, purposes, and principles of PTA.](#)

Values

Collaboration, Commitment, Diversity
Respect, and Accountability

Ideal Experience or Background:

service on a board or in project management
supports diversity, equity, and inclusion Initiatives

works in a nonprofit, leadership experience
oversees programs, writes grants

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conducts project management
commits to attend meetings

works in budgets or fundraising
manages a business/home, wants to help

Deadline: (Day, Date, at 11:59 PM)

Election: (Day, Date, at the (Time AM/PM)) PTA meeting

Interested? Yeah, we know you are! Come have fun!

Please submit a letter of interest (LOI) to the Nominating Chair at (e-mail or designated place). (Num.-word cap) The Nominating Committee will develop a slate of candidates for members to vote. Individuals may run from the floor during the meeting.

PTA Mission: To make every child’s potential a reality by engaging and empowering families and communities to advocate for all children. **(Goes in footer)**

Contacts

National PTA

1250 N. Pitt Street Alexandria, Virginia 22314 Phone: 1-800-307-4PTA Fax: (703) 836-0942
E-mail: info@pta.org; Website: www.pta.org

Free State PTA

5730 Cottonworth Ave., Box 20924, Baltimore, MD 21209
E-mail: info@fspta.org; Website: www.fspta.org

Council PTAs

- [Anne Arundel County Council of PTAs](#)
- [PTA Council of Baltimore City](#)
- [PTA Council of Baltimore County](#)
- [PTA Council of Frederick County](#)
- [Harford County Council of PTA](#)
- [The PTA Council of Howard County](#)
- [Montgomery County Council PTA](#)

- info@aaccpta.org
- presidentptacbc@gmail.com
- president@bcptacouncil.org
- president@frederickpta.org
- president@hccpta.org
- office@ptachc.org
- office@mccpta.org

Frequently Asked Questions and Answers (FAQ)

1. May the president serve on the Nominating Committee?

No. The Nominating Committee is the only committee the bylaws excludes the President from membership. For all other committees, the president is ex-officio a member by virtue of the position. However, the President may not be a part of the Nominating Committee given the need to have autonomy from presidential influences on decisions.



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2. May the Nominating Committee nominate the same person for more than one office (different offices).

Yes. There may be situations where the same person believes he or she may be a good fit for more than one office and the Nominating Committee may agree given all the credentials put forth by aspiring candidates. Hence, the Nominating Committee could vote to have the same person nominated for more than one office.

3. May the Nominating Committee nominate more than one person for the same office.

Maybe. Although it is not common for the nominating committee to nominate more than one candidate for office, the committee can do so unless the bylaws prohibit it.

4. Is the Nominating Committee a special committee.

It depends on your bylaws, but normally yes, in a different way. The Nominating Committee is a special committee because it is designated to perform a designated task at a certain time of the year and upon the completion of that task, the committee is dissolved.

5. Is the Nominating Committee required to submit a slate of candidates?

No. While this is the charge of the committee, should the Nominating Committee find a candidate unqualified, the committee cannot be forced to submit a nominee. Hence, it is not sound to *require* the committee to nominate more than one candidate for each office since the committee can easily circumvent such a provision by nominating only one person who has any chance of being elected.

6. Who decides the chair of the Nominating Committee?

In accordance with bylaws Article VI (6), section 3, subsection a: the committee must elect its own chair. Be mindful that the president does not appoint the chair.

7. Is the Nominating Committee discharged of its duties upon reporting nominations.

Yes. Let's remember what the Nominating Committee does, in Article VI, Section 3c: The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership at least some number of days prior to the general membership meeting in "whatever month the bylaws designate". Once they report at the annual meeting their task is complete, and the Nominating Committee no longer has a purpose.

8. Are members of the Nominating Committee barred from becoming nominees for office themselves.

No. While anyone would believe that this would be a conflict of interest, Robert's Rules of Order states the following in section 46:14:

Members of the Nominating Committee are not barred from becoming nominees for office themselves. To make such a requirement would mean, first, that

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service on the nominating committee carried a penalty by depriving its members of one of their privileges; and second, that appointment or election to the nominating committee could be used to prevent a member from becoming a nominee.

9. What’s the best way to not have members join at the last minute when there is an election?

The section on membership and dues in the bylaws states that PTA membership is open to anyone who supports the mission, purposes, and principles of the National PTA and pays the required dues, without discrimination. Anyone can join at any time regardless of whether they have a student at the school or kids at all. However, it is reasonable to provide public notice to the school community and membership that to vote at the general meeting proof of membership must be done by a certain date and time. Such parameters can be established in standing rules, a governance document.

PTA Glossary

Abstentions – To abstain means to not vote. Abstention doesn’t mean the board member is in favor of or against a vote – it simply means the board member made a conscious decision to not vote. Abstentions do not count in tallying the vote negatively or positively. When members abstain, they are in effect just contributing to a quorum. Members have the right not to vote on a particular issue or office for election.

Adjourn (adjournment) – This refers to moving to end the meeting. A member would say, “I move to adjourn,” and another member would second the motion. If the majority then votes to adjourn, the meeting is over. However, if business is done, the presiding officer may adjourn the meeting with no motion.

Annual General Meeting – The Annual General Meeting, also known as an annual meeting, is a yearly gathering of members. It’s the primary general meeting where important decisions are made, such as holding elections for the board of directors, and may include amending bylaws, listening to an end-of-year report of the Association, considering resolutions, etc.

Association - The voting body for all action taken, including adopting bylaws, adopting the program and budget for the year, electing the nominating committee, electing officers, and approving all money spent by the organization.

Board of Directors (Board) – The governing body of the PTA as defined in the constituent PTA bylaws. These individuals represent the members and have a legal obligation to fulfill the PTA’s mission and meet the PTA’s goals.

Bylaws – The governing rules of the association. Any change in bylaws requires a two-thirds vote of the association with thirty days’ prior written notice to the membership. Bylaws should

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be reviewed every year and need to be submitted to Free State PTA for good standing every three years.

Call of the Meeting – Meeting notice

Call to Order – When the presiding officer begins the meeting upon establishment of a quorum and ideally on time. For example, the president may rap the gavel once and calls the meeting to order by stating “The meeting will now come to order.”

Constituent Unit - All PTAs chartered by Free State PTA - local PTAs/PTSAs, council PTAs, statewide PTA, special education PTAs, community PTAs, etc.

Convention - The annual business meeting where representatives from constituent units may elect state officers, amend bylaws, adopt resolutions, and attend workshops. The National PTA and Free State PTA Conventions are usually held in June and July, respectively. Units should budget enough money to cover the cost of registration, hotel room, transportation, and food for the allowed number of delegates based on the unit’s membership.

Council PTA – A division of and chartered by Free State PTA that services local PTA units in its immediate area. Normally, it is composed by a group of three or more local units. The Free State PTA Board of Directors establishes procedures for the organization and chartering of council PTAs. Council PTAs may set their own dues and local PTA units have the option to join them. The purposes of council PTAs are in their bylaws.

Articles of Incorporation – These are documents verifying that a business has applied for, and subsequently received, status as a corporate nonprofit entity within the State of Maryland.

Executive Committee - PTA executive officers compose the executive committee who are tasked with the following four duties:

1. Transact business referred to it by the board of directors
2. Elect standing and special committee chairs
3. Act in emergencies between meetings of the board of directors, and
4. Submit a report at each board of directors meeting

Executive Session – A meeting conducted in secrecy, that discusses sensitive or controversial information. Minutes must be taken and approved at that executive session. Only the body in which the executive session took place may be privy to the minutes and discussion, unless they voted to lift the secrecy. All discussions that take place during executive session should be held in the strictest of confidence. Violators can be disciplined, removed from office, or sued.

Ex-officio – The president serves as ex-officio a member of committees (except for the Nominating Committee; and likely disciplinary committees) and has the same rights and privileges as other committee members but is not obligated to attend meetings of the

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committee and is not counted in determining the number required for a quorum or whether a quorum is present.

Good Standing – A term of art used to describe the minimum requirements necessary to be eligible for PTA privileges such as voting at conventions, participation in Free State PTA and National PTA Programs, scholarship awards, etc.

Governance – Includes all the elected and appointed people who serve on the board and committees.

Installation of Officers - A ceremony that officially declares new officers (*The announcement of the results of the election is not the installation. That is done by the president after voting takes place. The absence of an installation ceremony does not negate the fact that the officers were elected and are to serve in those positions - unless the bylaws state otherwise, which should not be the case*)

Letter of Interest (LOI) – A document expressing interest in being considered for a specific office, position or award. It serves as a preliminary expression of interest and may be a required step in the nomination process. The LOI often outlines the nominee's qualifications and why they are a suitable candidate, potentially including a brief overview of their relevant experience and achievements.

Majority Vote – More than half of the votes cast by persons entitled to vote, at a regular or properly called meeting.

Membership Dues - Membership dues may differ in amount in each PTA. To alter a unit's dues the approval of membership must be achieved. Each member shall pay annual dues as determined by the local PTA. The local dues shall include the local, state, and national PTA portions, as well as the council PTA dues, if applicable.

Membership List - Each PTA is required to maintain a list of the PTA's current members, including dates of membership and contact information. A current list of members shall be kept on file with the president, secretary, and membership chair. The membership list should be available at association meetings from the secretary to determine who is eligible to vote and be provided to the nominating committee. The membership list of the association shall be for the exclusive use of the PTA associations and shall not be available for distribution or purchase by any other organization or commercial entity.

NOTE: According to the Bylaws of Free State PTA, Article V, Subsection 4: Free State PTA shall maintain a list of local constituent association leaders and members with current, accurate contact information, which shall be shared with National PTA.

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Motion - A formal proposal made to bring a subject before an assembly for its consideration and action. It is considered business and only PTA members of its respective PTA may make or vote on a motion.

Parliamentary Procedure - A consistent set of rules for conducting orderly meetings that are designed to maintain order, expedite business and implement fair and impartial treatment for all. PTAs use the latest version of Robert's Rules of Order.

PTA or PTSA – Acronyms for Parent, Teacher, Association or Parent, Teacher, Student Association

Quorum – The minimum number of members required for a PTA to conduct business. PTAs cannot vote on business matters unless a quorum is present. A quorum should be defined within the bylaws.

Robert's Rules of Order - A book of parliamentary procedure used as the basis for conducting meetings. The rules contained in the current edition shall govern the National PTA and its constituent organizations when they are not in conflict with the bylaws of Free State PTA, National PTA or Articles of Incorporation.

Roster - A listing of all current PTA officers' and contact information.

Running from the Floor – Sometimes referred to as open nominations, these are names not on the slate submitted to the president for election to an office (members can self-nominate or be nominated by someone else self). Bylaws, special rules of order, or standing rules can be developed to ascertain when members may run from the floor. (Unless the bylaws state otherwise, the president **MUST** call for nominations from the floor the day of elections.)

Second – After a motion has been introduced, a second means that another member agrees that the motion should come before the meeting and not necessarily that a member favors the motion. The requirement of a second is the chair's guidance whether to state the question on the motion and thus, placing it before the assembly. In accordance with Robert's Rules of Order, 4:10, *motions need not be seconded in a small board or a committee*. A small board is a dozen or less members.

Slate - A list of all individuals who have been nominated for a particular position.

Special Committee (Ad hoc) - A type of committee that is appointed as the need arises to perform a specific task, then is dissolved.

Standards of Affiliation – A set of standards set by the Free State PTA Board of Directors that determine affiliation with Free State PTA. These standards maximize the effectiveness and success of constituent PTA and upholds, as well as protects the National PTA name, identity, and brand.

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Standing Committee - A permanent committee created to perform a continuing function. The details of administration of an association. They are adopted by majority vote as needs arise by the body they govern - this is the definition of a special committee. Standing committees can only be authorized in the bylaws UNLESS the bylaws state otherwise.

Standing Operating Procedure - Standard operating procedures contain details about the day-to-day operations of a PTA.

Standing Rules – Rules that are administrative in nature and do not have the details of standing operating procedures. Standing Rules are more flexible than bylaws and may be changed or suspended at any board meeting by a majority vote. Not every PTA has standing rules.

Tellers – In a ballot election with ballots tellers are appointed by the president to distribute, collect, and count the ballots, and to report the vote. The number of tellers depends on the number of voters.

Vote – A process conducted when members are asked to cast a decision on a motion or election. They may either provide a vote via a show of hands, voice, or ballot. In the case of voting electronically, a vote may be conducted electronically via a poll. There is no absentee voting.