



PTO Officer Nominations and Election Guidelines

Nominating Committee and Nominations –

1. The PTO Parliamentarian, with help from current Board if needed, forms the nominating committee.
2. Ask for nominees. Fill the draft slate, then confirm acceptance with the nominees.
 - Only volunteers who have confirmed their interest and willingness to serve should be added to the slate.
3. Once a volunteer has accepted the nomination, officially add their name to the slate. Once the slate is complete, this wraps up the duties of the Nominating Committee for the year. Although the Nominating Committee Chair still has a few things thing left to do.

Presenting the Slate –

1. During the March PTO meeting, the Nominating Committee Chair should present the slate. The presentation is merely reading the position name and name of the nominated leader.
2. After reading the names, there should be a motion to have the slate of officers approved.
3. Once approved, move onto the next step of holding elections the following month.

Elections –

1. PTO President adds officer elections to the agenda.
2. During the meeting, when it comes time to vote, the Secretary should ensure quorum is present.
3. The PTO Secretary reads the slate of officers and then asks for nominations from the floor.

Nominations from the Floor – (Being nominated from the floor means that the person wasn't slated for the position.)

- Ask anyone nominated from the floor if they accept the nomination before adding their name to the ballot.
- Never nominate a volunteer who isn't attending the meeting unless she/he has previously indicated to you she'd/he'd like the position.

4. **VOTING** –

Voice vote –

Hold a voice vote to affirm the slate of nominees if there are no additional candidates.

Paper ballot – If there is more than one nominee per position (not including co-positions), conduct a paper ballot:

- Members in good standing can write the name of their nominee of choice on a piece of paper.
- The Secretary and one other volunteer, usually the Nominating Committee Chair, should count the votes, and then announce the results.