

Presenting a Slate of Candidates and Taking Floor Nominations

This document will assist you at your meeting (usually February) when the slate of officer candidates is presented. Please refer to this in addition to the MtL Council Nominating Guidelines for Boards and Committees and the MtL Council Nominating Committee Report. These can be found on the Council PTA website. They should also be filed in the President's binder. You should also refer to your bylaws and standing rules where applicable. Anything in red italics is language that you can use as a meeting script.

Most PTAs will be presenting the slate of candidates at their February general membership meetings (refer to your bylaws under the article for Officers). **Your agenda should have an item under Old Business entitled "Report of the Nominating Committee"**. What follows is the process for presenting the slate and then taking nominations from the floor. Your bylaws will identify exactly when you should do floor nominations, it can be only at the February meeting, at both February and March meetings, only the March meeting, or can even be at the February meeting and then by email or letter up until the March meeting. The President and the Board should review this section prior to the meeting and also advise the membership of the process that you will be following.

Report of the Nominating Committee

The Nominating Committee prepares and presents a report for the PTA general meeting, listing nominees for each office (refer to the documents: *MtL Council Nominating Guidelines for Committees* and *MtL Council Nominating Committee Report*). All members of the committee do not have to sign the report for it to be valid, only a majority of the committee. If a committee member does not agree with the report, they do not have to sign it. The official report should be given to the President for the floor nominations and election and then filed with the Recording Secretary.

Floor Nominations

These guidelines remain the same no matter when you take nominations. The President will ask for nominations and the Recording Secretary should record any that are given.

You should refer to your bylaws prior to the meeting regarding qualifications and eligibility of individuals to be officers. In particular you should refer to how long an individual needs to be a member of the PTA prior to being an officer and in most cases there is special language pertaining to eligibility for presidency. These would be in the Article entitled Officers. You should repeat these two points of eligibility, as well as advising that every officer should be a member of the PTA.

President

We will now take nominations from the floor, please remember that:

- In order to serve as an officer, you must be a member of this PTA.*
- Each officer of this PTA shall have been a member of this PTA for _____ (refer to bylaws)*
- To be eligible for the presidency a person must _____ (refer to the bylaws)*

- *If the nominee is present you will be asked to give your consent to being nominated.*
- *If you wish to nominate a member who is not present you must have their consent from them.*
- *Nominations do not need to be seconded.*
- *A member may nominate themselves.*

At this time I will open the floor to nominations. For the office of President, _____ is nominated by the nominating committee. Are there any further nominations for the office of President?

If yes, the President repeats the name of the nominee - _____ is nominated. Are there any further nominations?

If no, the President states. Without objections, the nominations for President are closed.

This proceeds for each office.

If there were no further nominations, the President should read the final slate once more and announce that an uncontested election will be held at the March PTA meeting since there is only one candidate per office. At the March meeting you can proceed with a voice vote.

If there are additional nominations, the President should read the final slate and announce that at the March PTA meeting there will be a contested election and voting will take place by ballot.

The final slate should be posted for all members to read either in a newsletter and/or a bulletin board.

FAQ/Reminders (also covered in the guideline documents)

What if the slate is incomplete?

According to PA PTA and Robert's Rules, the only three officer positions that must be filled are **President, Recording Secretary and Treasurer**. All other positions may remain open if eligible candidates are not found. If they remain open during the 30 days between the presentation of the slate and the election, then the Nominating Committee may continue to seek a qualified candidate. If a candidate is found prior to the election, they can run from the floor. If a candidate is not found prior to the election, the election takes place and then the position is termed a vacancy.

How is a vacancy filled?

Vacancies are filled in accordance to the bylaws, usually by the Executive Board electing a member to fill the position. The Nominating Committee is not to fill such vacancies.

If an officer resigns after the election has been held, that is also considered a vacancy in office and once again the bylaws define how the vacancy is filled. It is not the job of the Nominating Committee to fill such vacancies.

Does the slate have to sit for 30 days before the election?

Unless your bylaws stipulate presenting the slate 30 days prior to the election, you are not required to do so. The only stipulation that PA PTA makes is that the slate must be presented "at least one month after the election of the nominating committee." Roberts Rules also does not stipulate a waiting period. It has been common practice in Mt. Lebanon to allow the slate to sit for 30 days, but that is up to your individual unit if it is not specified in your bylaws.

Do I only take floor nominations for positions that are starting a new term or do I have to do it for all positions?

You must take nominations for all positions as long as your bylaws define a term as one year. It has been common practice that officers in Mt. Lebanon units serve for two years. These two years equal two terms of one year each. Officers may serve two consecutive one-year terms. This means that all officer positions are up for reelection each year. Even if an officer has been slated to do a second term, the membership may nominate another member to run against that officer.