

- a. Board member who has completed their term, that person may remain in their position for a third year with a majority vote by the Executive Board and general membership.

Section 2:

- a. There shall be a Nominating Committee selected by the PTO Executive Board. This committee shall consist of one member from the PTO Board, one member from the General Membership, and one from the professional school staff.
- b. The Nominating Committee shall nominate at least one eligible person for each office to be filled. This slate shall be posted publicly at least three weeks prior to the election. Additional eligible candidates may be submitted by the General Membership to the Nominating Committee during this time.

Section 3:

- a. In the case of the occurrence of a vacancy in an elected office, the Secretary, or other designated officer, shall accept candidates from the PTO Board roster.
- b. The vacancy shall be filled by majority vote of the remaining members of the Executive Board.
- c. The newly elected officer shall complete the term and be subject to the election process at the end of that term.
- d. The Secretary shall serve notice of the results of any election.

ARTICLE VIII: DUTIES OF ELECTED OFFICERS

Section 1: The President shall preside at all meetings of the PTO Board and of the Executive Board and at PTO meetings; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the PTO Board or by the Executive Board; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

Section 2: The Vice President(s) shall act as an assistant(s) to the President. The specific duties of the Vice President(s) shall be designated by the PTO Board.

Section 3: The Secretary shall record the minutes of all meetings of the PTO Board and of the Executive Board and shall perform such other duties as may be delegated to him/her.

Section 4: The Treasurer(s) shall have custody of all of the funds of the PTO Board; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget or as authorized by the PTO Board and at other times when requested by the Executive Board; shall submit a full