**Sample Election Script (individual situations may vary) See nominating Committee Handbook**

**PRESIDENT**: “The next business before the PTA is the election of officers. [Secretary] will you please read WSPTA Uniform Bylaws Article 5, Section 6 pertaining to the election of officers.”

**Secretary**: “Officers shall be elected by ballot. If only one candidate is nominated for an office, the candidate shall be declared elected. A member shall not serve more than two consecutive terms in the same office. Officers shall assume their duties on July 1, 2017. To be elected to office, a person must be at least 18 years of age. The person shall have been a member of any local PTA for at least 15 days preceding the election and be entitled to privileges of membership.”

**PRESIDENT**: “In accordance with the WSPTA Uniform Bylaws we will proceed with the election. We will now hear the report of the Nominating Committee.”

**Nominating Committee Chair/Representative**:

The nominating committee places in nomination the following: [Reads the report]

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (The chairman hands the signed report to the president and retires to her/his seat.)

**PRESIDENT:** “The nominating committee has named the following persons as candidates for offices of the PTA for the coming year:

For co president:

For co president:

For secretary:

For treasurer:

For vice president:

[X] and [Y] name has been placed in nomination for the office of co president. Are there further nominations from the floor?” (Always allow plenty of time.)

“Hearing no further nominations for co president, if there are no objections, (pause) the chair declares the nominations for co president closed.”

[X] name has been placed in nomination for the office of secretary. Are there further nominations from the floor?” (Always allow plenty of time.)

“Hearing no further nominations for secretary, if there are no objections, (pause) the chair declares the nominations for secretary closed.”

[Y] name has been placed in nomination for the office of treasurer. Are there any nominations from the floor?” (Always allow plenty of time.)

“Hearing no further nominations for treasurer, if there are no objections, (pause) the chair declares the nominations for treasurer closed.”

[Z] name has been placed in nomination for the office of vice president. Are there further nominations from the floor?” (Always allow plenty of time.)

“Hearing no further nominations for vice president communications if there are no objections, (pause) the chair declares the nominations for vice president closed.”

**If no further nominations from the floor are made** – and there is only one nominee (excluding co-positions) – Then present the slate as elected. “In accordance with Article 5 Section 6B If only one candidate is nominated for an office, the candidate shall be declared elected.”

Otherwise proceed to ballot voting – for each position with more than one name – the ballot can be as simple as writing the name of choice on paper provided by the PTSA – the president appoints a teller committee (they should not be on the slate) their names should be in the minutes, and they should sign the results and give them to the president to announce.

The president declares who is elected as follows: “The officers you have elected for the \_\_\_\_\_\_\_\_\_\_\_\_\_ [school year] are: read the results.