

Appendix

Elections

Elections Process

Nominations from the floor will be handled in the following manner:

- A minimum of 14 calendar days' notice will be given prior to date of election meeting.
- Written notification will be sent to the President, Nominating Committee Chair and the Secretary.
- Written notification must include name, current local unit affiliation, current PTA position(s) held, previous PTA position(s) held, email address, resume, and contact phone number.

Notifications of intent to run from the floor that meet the criteria set forth will be acknowledged via email by the President and copying the Nominating Committee Chair and Secretary, noting that the notification was received and further information regarding the process will be forthcoming within 2 business days of the deadline to file notification to run from the floor. Acknowledgement should be made within 24 hours by Nominating Chair of receipt of a qualified notification.

All notifications of intent to run from the floor that do not meet the criteria as set forth in the Standing Rules will be acknowledged via email by the President with a copy to the Nominating Committee Chair and the Secretary, noting that the notification is rejected as it does not meet the criteria. Acknowledgement should be made by Nominating Chair within 24 hours of receipt of the disqualified notification.

The Nominating Committee Chair will contact (by phone) the candidate from the proposed slate of officers whose office is now being contested and provide the following information:

- That the nominating committee has been provided with notification of intent to run from the floor
- The opposing candidate's name
- That the nominating committee will be providing further information regarding the process within 2 business days of the deadline to file notification to run from the floor.

The Nominating Committee Chair will notify the President and Secretary as soon as the candidate has been reached.

No later than 2 business days after the deadline to file notification to run from the floor, the President will send an informational email to both candidates and will copy the Nominating Committee Chair and Secretary. The email will include the following information:

1. Names of all candidates for this office.
2. This position will be pulled from voice vote and be voted via ballot.
3. Each candidate will have 2 minutes to address the general assembly prior to the vote. The candidate(s) running from the floor will speak first. If there are two or more candidates running from the floor for the same office, those candidates will speak in alphabetical order by last name. The candidate from the proposed slate of officers will speak last.

4. Candidates must keep their speech to positive information about themselves and their qualifications for the position and should not use the time to speak negatively about the opposing candidate(s).
5. Campaign materials are not allowed.

At the election meeting, with the President presiding:

- a. The President shall appoint three (3) tellers to tally ballot votes and shall designate one of those as the head teller.
- b. The proposed slate of officers as presented by the Nominating Committee is to be announced to the general membership.
- c. All notifications of intent to run from the floor which have met the criteria set forth by the Standing Rules are presented.
- d. The contested offices are pulled from the slate.
- e. The remaining slate is elected via voice vote. If the voice vote is in question, then a rising vote will be taken for the slate.
- f. The contested offices are then presented again individually, starting with the highest office that is contested. The nominees are again announced and information regarding the process (as outlined in section #3) is provided to the general assembly.
- g. The candidates address the general assembly in the order listed in section #3.
- h. Ballots for the contested office are distributed to all qualified voting delegates.
- i. The tellers will collect the ballots and the head teller will place the box of collected ballots on the podium until the process is followed for all contested offices.
- j. The process in sections G-I are followed until all contested offices have been completed.
- k. The tellers will retire to another room and count the ballots for all contested offices. Ballots that are not clearly marked or that appear to have votes recorded for more than one candidate or that have votes recorded for candidates other than those announced will be voided as ineligible and will not be counted. If the other tellers disagree regarding a questionable ballot, the head teller has the final say in whether a ballot should be voided. All counts should be verified. The head teller may request a verified recount if there is any uncertainty.
- l. The head teller will inform the President when the tally is complete and ready to be announced.
- m. The head teller will present the final tally for all contested positions to the President.
- n. The President will announce the election results for the contested offices.
- o. The head teller will make a motion to destroy the ballots. The motion will be handled as per usual procedures.
- p. The President will present the newly elected officers to the general assembly.