

## Script for a Non-Contested Election of Officers

**President:** “The next order of business is the election of officers. The secretary will read Section \_\_\_ of Article \_\_\_ of the bylaws pertaining to elections.”

**Secretary stands and reads bylaws.**

**President:** “The chair of the Nominating Committee will read the report from the Nominating Committee.”

**Chair of the Nominating Committee:** “Mr./Madam President, the Nominating Committee submits the following nominations:

For President: Jordan Jones

For Vice President: Dale Black

For Secretary: Kelly Cole

For Treasurer: Pat Brown”

(Upon completion, hand the written report to the chair.)

**President:**

“For President, Jordan Jones is nominated by the Nominating Committee. Are there further nominations for President?”

For Vice President, Dale Black is nominated by the Nominating Committee. Are there further nominations for Vice-President?”

For Secretary, Kelly Cole is nominated by the Nominating Committee. Are there further nominations for Secretary?”

For Treasurer, Pat Brown is nominated by the Nominating Committee. Are there further nominations for Treasurer?”

If not, the chair declares the nominations closed and these elected.

All those in favor say Aye, those opposed say No. The Ayes have it and these members are elected.”

## Script for a Contested Election of Officers

**If there are further nominations, proceed as follows for each office:**

**Member:** “Mr./Madam President, I nominate \_\_\_\_\_ for President.”

**President:** “\_\_\_\_\_ is nominated for President. Are there any further nominations for the office of President? Hearing none, the chair declares nominations closed.”

**President:** “The chair appoints A, B, C, and D as tellers. Will teller \_\_\_ please serve as chair?”

(It is always best to have four tellers working together.)

“The voting members will rise and count off. *The tellers will hand you a ballot as you count off your numbers.* You will take your seat immediately after saying your number and receiving your ballot. Beginning with the member on my extreme left in the front row, please say one (1) and then be seated.

**President:** “There are \_\_\_ voting members present. Will the tellers please come forward and distribute the ballots?” (Tellers should first serve President and, if applicable, others at the head table.)

(Script for a Contested Election –continued)

**President:** “The names of the candidates for the position of \_\_\_\_\_ are \_\_\_\_\_ and \_\_\_\_\_. Using the ballot provided, write your choice for election, then fold your ballot once.

**President:** Allow two or three minutes for voting then announce, “Have all voted who wish to vote? Will the tellers please collect the ballots. The tellers will now count the votes.”

Note: Tellers often leave the room. President precedes with other business of the association until tellers are ready to report.

**President:** Upon return of the tellers, “Are the tellers ready to report?”

**Chair of Tellers:** “ The teller’s committee reports : \_\_\_\_\_ Number of votes cast.  
\_\_\_\_\_ Number of illegal votes cast.  
\_\_\_\_\_ Number of votes necessary for election.

Candidate A received: \_\_\_\_\_ votes.  
Candidate B received: \_\_\_\_\_ votes.

**President:** “ \_\_\_\_\_, having received a majority of the votes cast, is elected president.”

**Note: The Teller’s Report** is signed by the entire committee and given to the President. All ballots and tally sheets are sealed and given to the secretary to preserve until after the next meeting when it is reasonable to believe there will be no call for a recount, or the chair states that the ballots be destroyed. The reporting teller does not declare who was elected; that is the responsibility of the presiding officer after reading the report.

The teller’s report is entered into the minutes and becomes a part of the official record of the organization. Under no circumstances should the totals be omitted in an election, or a vote on a critical issue, out of deference to the feelings of unsuccessful candidates or the members of a losing side.

## Points to Remember About Elections

- Nominees for office cannot serve as teller.
- When there are four tellers, two are assigned the responsibility for reading each ballot, one silently and one aloud; the other two record the votes, as they are read, on separate tally sheets.
- When the President is the nominee for a second term, he or she may still conduct the election.
- An election is an Order of Business on the general meeting’s agenda and is treated as such by the President or presiding officer.
- The President should thank the Nominating Committee for their work.
- Be sure every nominee is a PTA member.
- The election of officers is a very important order of business. The President should proceed slowly and be sure each member understands the procedure.