

**Local Unit Election Procedure (sample)**  
**(NOTE: This is sample wording; individual situations may vary.)**

**PRESIDENT:**

“The next business before the unit is the election of officers. The Secretary will please read that section of the bylaws pertaining to the election of officers.” (The secretary would then read, from the WSPTA Uniform Bylaws, articles related to elections, Article VII, Section 1, 2, and 3). “In accordance with the WSPTA Uniform Bylaws, we will proceed with the election of officers.”

**PRESIDENT:**

“We will now hear the report of the Nominating Committee.”

**CHAIRMAN of the NOMINATING COMMITTEE:**

“Madam/Mr. President, (pause for recognition), the nominating committee places in nomination the following:

For president: \_\_\_\_\_  
For vice president: \_\_\_\_\_  
For secretary: \_\_\_\_\_  
For treasurer: \_\_\_\_\_.”

Signed \_\_\_\_\_, Chairman

The chairman then hands the written 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/PTSA for the coming year:

For president: \_\_\_\_\_  
For vice president: \_\_\_\_\_  
For secretary: \_\_\_\_\_  
For treasurer: \_\_\_\_\_.”

“\_\_\_\_\_’s name has been placed in nomination for the office of president. Are there further nominations from the floor?” (Always allow plenty of time.)

*Note: A person does not have to be present to be nominated from the floor. However, they must give their permission to be nominated.*

If, after waiting a reasonable time, no other nomination is forthcoming, the president may close nominations by a general consent motion, in the following manner:

**PRESIDENT:**

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

This procedure is followed for each office in sequence in which the nominations were made.

**Local Unit Election Procedure** (continued)

Candidates should be introduced and names listed on a flip chart or other visual aid. The vote is then taken. The bylaws provide that when there is but one candidate for each office the vote may be by voice, but in the event that someone is nominated from the floor or a double slate is presented by the nominating committee, it becomes necessary for the chair to appoint tellers who are instructed to take a count of those **members eligible to vote (those whose membership service fees have been paid for the current year)**. They also distribute, collect and count the ballots and report to the unit the results of the vote. A majority of those voting is necessary to elect.

The following example illustrates the form in which tellers' reports should be made:

Members present eligible to vote . . . . . 42  
Number of votes cast . . . . . 40  
Necessary to elect . . . . . 21  
(More than half the legal votes cast)  
For president:  
    Mrs. B. received . . . . . 26  
    Mr. A. received . . . . . 12  
    Mrs. C. received . . . . . 2

This process is followed for each office.

Signed: \_\_\_\_\_  
          \_\_\_\_\_  
(Tellers) \_\_\_\_\_

Every name for which a vote has been cast must be reported, the one receiving the largest vote for each office being stated first. **The tellers never announce who is elected. Their report is given to the president who makes the announcement.**

The president declares who is elected as follows:

**PRESIDENT:**

“The officers you have elected for the \_\_\_\_\_ PTA for 20\_\_ to 20\_\_ are:  
    President: \_\_\_\_\_,  
    Vice President: \_\_\_\_\_,  
    Secretary: \_\_\_\_\_,  
    Treasurer: \_\_\_\_\_.”

The votes cast for each office must be preserved until it is apparent the results will not be challenged, so that if the election is questioned, the vote may be verified by a recount.

**NOTE: Now that your officers are elected they must be entered into WSPTA's online enrollment system. For enrollment instructions, please contact the WSPTA office by email [support@wastatepta.org](mailto:support@wastatepta.org) or telephone 1-800-562-3804.**