

PTA ELECTION CHECKLIST

- Verify date for meeting in bylaws
 - ✓ Post prepared slate of officers at least 30 days before meeting
 - ✓ Notify membership of election date at least 30 days before meeting
 - ✓ Secretary brings current membership list to meeting

- President presides at meeting
 - ✓ Parliamentarian reads sections of bylaws pertaining to nominations and elections
 - ✓ Chairman of nominating committee reads the report of the committee
 - ✓ President restates the slate of nominees and asks each person named to stand

- President conducts election
 - ✓ Opportunity is given for nominations from floor for each office
 - ✓ Nominations do not require a second, only the nominee's consent
 - ✓ If there is but one nominee for any office, the ballot vote for that office may be dispensed with and the election held by voice vote.

- Ballot vote
 - ✓ Required if there are two or more nominees for an office
 - ✓ Eligibility to vote is verified by checking the membership list
 - ✓ President appoints a tellers committee
 - Tellers distribute, collect and count the ballots
 - A nominee cannot be included as a teller
 - ✓ All eligible voters are counted to determine total number of ballots
 - ✓ Each nominee may designate a person to observe the ballot count

- Tellers count votes and prepare report
 - ✓ Total eligible voters
 - ✓ Total votes cast
 - ✓ Number needed to elect
 - ✓ Number received by each nominee
 - ✓ Report is given to president

- President announces result of vote and names those elected
 - ✓ Teller's report is placed in minutes

- Chairman of tellers moves to destroy the ballots