



Thirty-Third
District PTA

All Aboard Association 101

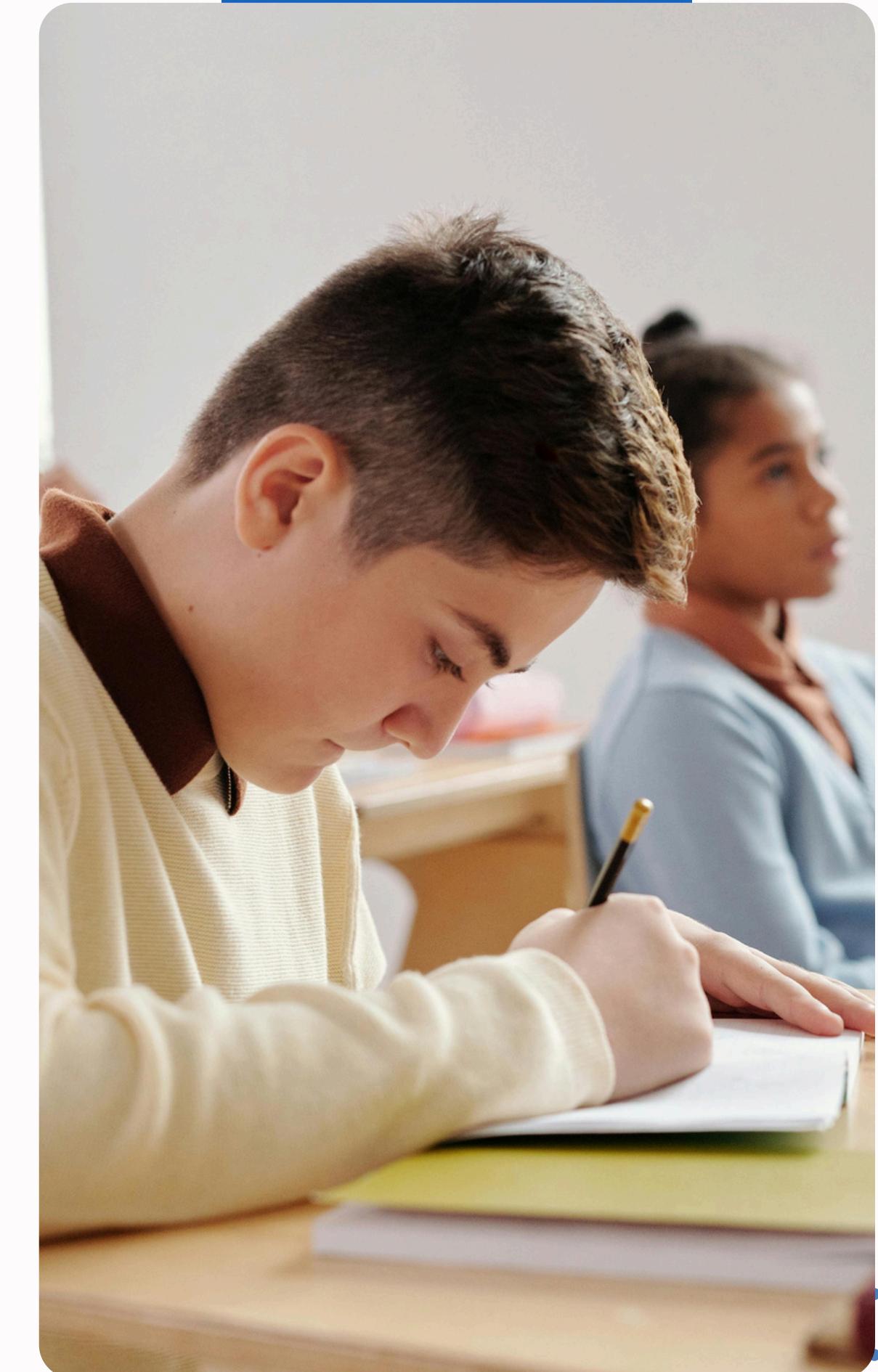
Marcy Cottrell

Thirty-Third District PTA, President

Melanie Lucas

Thirty-Third District PTA, President Emeritus

California State PTA, VP of Education





WELCOME

MEETINGS



Executive Board Meetings

Who:

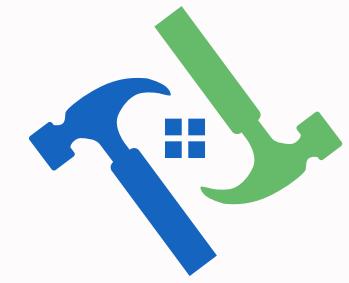
- All elected and appointed officers, committee chairs, and principal as outlined in your bylaws
- Chaired by the president

What:

- Conduct business between association meetings
- Implement PTA programs, goals, and activities
- Manage finances

When:

- Held monthly (as determined by bylaws)



Association Meetings

Who:

- All PTA members
- Chaired by the president

What:

- Approve programs, budget, and finances
- Ratify or elect officers

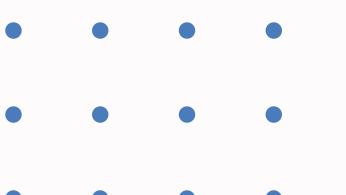
When:

- Outlined in your bylaws



Purpose of Association Meetings

- *Adopt budget and financial reports*
- *Approve programs and activities recommended by the executive board*
- *Approve expenditures by the PTA*
- *Release funds*
- *Adopt changes to the bylaws and standing rules*
- *Elect the nominating committee, officers, and PTA convention delegates*



ASSOCIATION MEETING BASICS

Required Number of Meetings

Check your bylaws for your Unit's requirements

Recommend 4 association meetings per year

- Approve the budget, financial reports, programs, and fundraisers
- Elect a nominating committee
- Hold an election

Who Can Vote?

Only members may vote.

- Must have been members of the PTA for at least thirty (30) days
- Keep a current membership list

Quorum must be met

- Quorum number is found in your bylaws

Publicize Meeting

Publicize the meeting to membership

- Give proper notice; place, date, time
 - Regular association meeting - 10 days
 - Annual election meeting - 30 days
 - Bylaws amendments - 30 days
- Send meeting notice through PTA email (do not use school email system)
- Include the agenda

ASSOCIATION MEETING BASICS

Typical Agenda

- **Call to Order**
- **Approval of Minutes**
- **Treasurer's Report**
 - Treasurer's Report
 - Ratify Checks (pay bills)
 - Annual Financial report
 - Budget
 - Release Funds
- **Financial Review**
- **New Business**
- **Announcements**
- **Adjournment**

Other Agenda Items

- Principal's Report
- Elect a Nominating Committee
- Election
- Committee Reports
- Bylaws Approval

Successful Meetings...

- **Plan a clear agenda**
 - Start on time
- **Encourage member participation**
 - Invite questions
 - Recognize volunteers
- **Keep meetings focused and respectful**
 - Use parliamentary procedure
 - Manage conflict - redirect back to bylaws and/or mission when needed
- **Provide translation and interpretation (if necessary)**



NOMINATING COMMITTEE

Nominating Committee

The purpose of the nominating committee is to seek qualified nominees for the elected leadership of the PTA. The members of the committee have the responsibility to identify and recruit qualified candidates for all elected positions listed in the bylaws.



Nominating Committee

Formation of the Committee

- Elected by the association
- President can not be on the committee
- Elect alternates
 - in case members are unable to serve
 - number of members on committee
- Check bylaws for:
 - when the committee is elected
 - number of members and alternates
 - who is eligible to serve

Committee Responsibilities

- Understand the duties and qualifications of each position
 - choose leaders who are committed to the PTA's mission and can work well with others
- Confirm eligibility of candidates
 - must be current PTA members
 - may not serve more than allowed term
- Be discreet and keep discussion confidential
- Do not announce decisions until the committee votes and the report is signed and posted
- Post the report at least 28 days before the election
 - include names of nominees for each elected position
 - if a position has no nominee, leave it blank



ELECTIONS



Elections

Every year, PTAs elect new leaders for the next term at an association meeting, usually by the second week of April. This timeline helps the new leaders transition smoothly, get materials, and plan for the next PTA year.

Election Facts

- Article V of the bylaws determines the month the election is held.
- Elections should be held no later than the second week of April.
- Membership must receive notice of the association meeting at least 30 days prior to the date of the election.
- The nomination committee proposed slate of officers must be posted 28 days prior to the election.
- Members are eligible to vote if they've been members for at least 30 days prior to the election.
- Election is run by the president.
- Written ballots are used to vote in an election when there are two or more nominees for an office.



Election Procedure - Voice Vote

The parliamentarian reads the section of the bylaws that pertain to elections

- Nominations and Elections (Article V, Sections 1, 2, 4a, 4e, 5 to 8, and 11)

The nominating committee presents their report

- Chairperson reads report and notes any changes to publicized slate (e.g., if a nominee withdraws before the election)

The president restates the slate

- Asks each nominee to stand as name is called

The president asks for nominations from the floor

- “Are there any further nominations?” ... Ends process by saying, “Hearing none, the nominations are closed.”

The president conducts the election

- With one nominee for each board position, use a voice vote.
 - “Bylaws state that if there is one nominee for an office, a ballot may be dispensed with and the election held by voice vote.”
 - “Any objection to this procedure?” ... “Hearing none, the following are presented for election” and reads list of positions and nominees.”
 - “All those in favor, say ‘aye,’ those opposed say ‘no’. The ayes have it.”



Contested Elections

Members have the opportunity to nominate candidates from the floor, either to challenge a slated nominee proposed by the nominating committee or to fill a vacant position not filled by the nominating committee.

Election Procedure - Ballot Vote

Follow these steps from voice vote

- The parliamentarian reads the section of the bylaws that pertain to elections (Article V, Sections 1, 2, 4a, 4e, 5 to 8, and 11)
- The nominating committee presents their report

The president asks for nominations from the floor

- "Elmo is nominated for the office of president. Are there any further nominations?"
- If there are nominations from the floor, ask if the nominee(s) accepts the nomination
- When there are no further nominations, close nominations for each office

Extra Steps for a ballot vote

- Verify membership before handing out ballots. If there is not a current membership list available, all adults present may vote.
- President appoints a Tellers Committee
 - A chairperson and at least 2 tellers.
 - The tellers distribute, collect, and count the ballots
 - In a contested election, each nominee may designate a person as an observer for counting ballots.
- Count the house before the vote.
 - Ballots collected must match number of the house.

Election Procedure - Ballot Vote

Handling ballots

- Illegal ballots are counted only to determine the number of votes cast.
But, they are not applied as a vote for or against a nominee
 - Illegal Ballots:
 - Unreadable words or symbols
 - A nominee's name who is not a member
 - Two or more filled out ballots folded together, which are then recorded as one illegal vote
- Blank ballots are not counted.

Voting results

- The results are reported in writing by the tellers committee chairperson and given to the president with the following information:
 - Total eligible voters =
 - Total votes cast =
 - Number needed to elect (majority vote, $\frac{1}{2} + 1$) =
 - Number received by each nominee:
 - (Nominee) Votes Received =
- The president announces the voting results, the number of votes cast for each nominee is not announced, unless requested.
- The complete tellers report is recorded in the minutes.
- The chairperson of the tellers committee then makes a motion to destroy the ballots.

Election Challenges

Must be made during
the election

Elected person does not meet
eligibility requirements

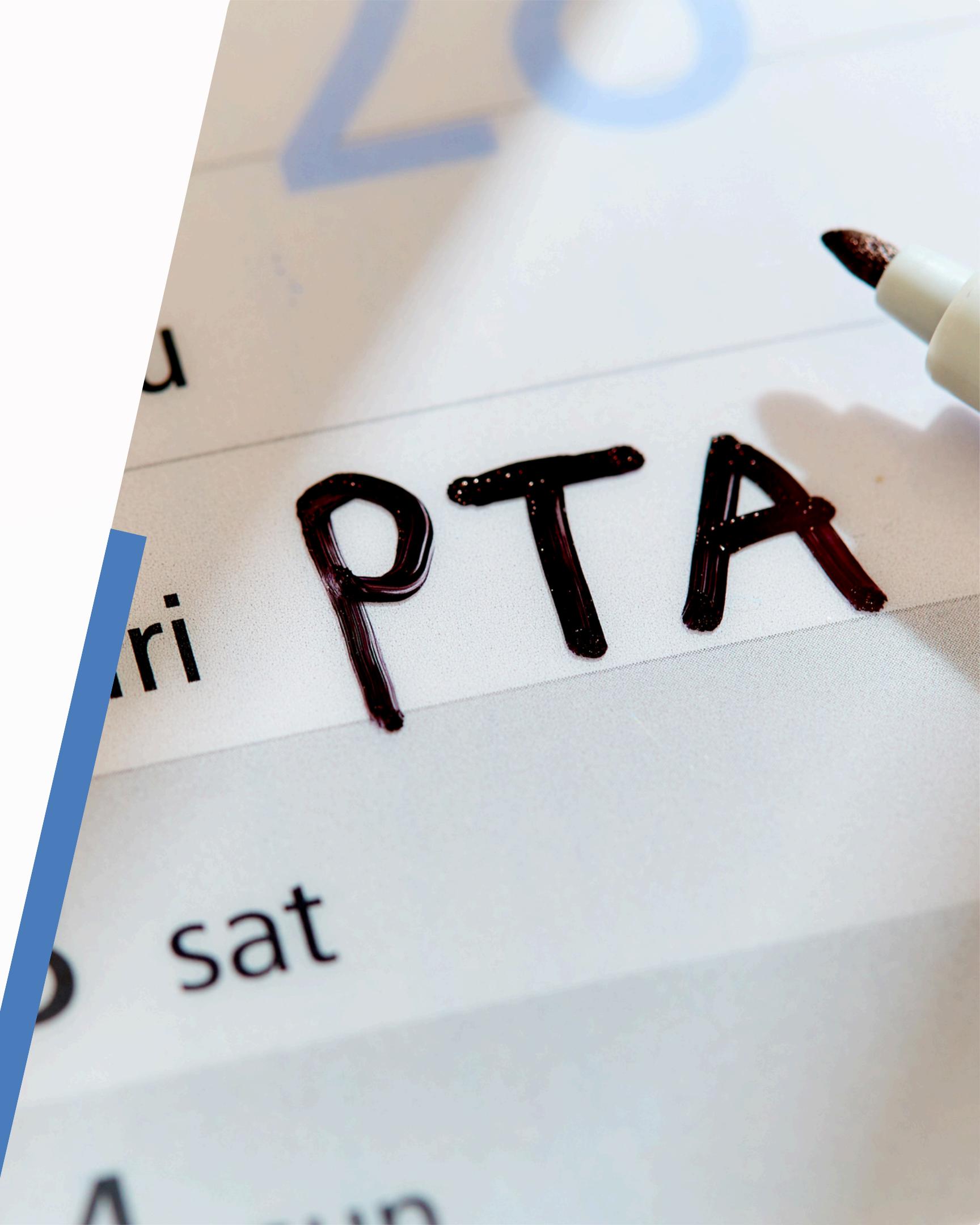
May challenge procedure
or outcome

Refer to *Robert's Rules of Order Newly Revised*
'Contesting the Announced Results of an Election and Point of Order'





THANK
YOU!



PTA