

Nomination Script

These scripts were created to assist your PTA with running elections. They are patterned after the Texas PTA Election Script. Please feel free to copy and use these scripts when you conduct your elections.

Note that there are two sample scripts. First sample can be used by a PTA that has a Nominating Committee in place; second sample can be used by a PTA does NOT have a Nominating Committee.

1. Use this version if a Nominating Committee was previously elected:

Prior to the Meeting, the President should consider who could serve on the teller's committee in case ballot voting is needed. The Teller's Committee is responsible for counting written ballots in the case of more than one nomination for an elected position. If needed, the President would appoint a Teller's Committee of three people (who will not be running for office) to count ballots. They should bring paper and pens to distribute to members in case a ballot count is needed.

PRESIDENT: "Parliamentarian, _____ will now read the bylaws regarding Officers and Their Elections."

PARLIAMENTARIAN reads: Bylaws Article "Nominations and Elections", "Elections" section

PRESIDENT: "_____, chair of the Nominating Committee, will now present the report"

NOMINATING COMMITTEE CHAIR: The Nominating Committee Chair reads the slate of officers. "The Nominating Committee submits the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, Signed: read the names of all the committee members.

PRESIDENT: The president re-reads the slate of officers. "Thank you, the nominating committee reports the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, Signed: read the names of all the committee members.

PRESIDENT: "The chair will now open the floor for nominations. _____(from nominating committee report) has been nominated for president. The floor is now open for nominations for president. (pause and wait for any nominations)

PRESIDENT (If there are NO nominations from the floor, use the following): “Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected president.”

PRESIDENT (If there is a nomination from the floor, use the following): The chair recognizes the person making the nominations. “Yes, would you please state your name and nomination?”

MEMBER: “My name is _____. I would like to nominate _____ for _____”

PRESIDENT: Ask the nominee “Do you consent to the nomination?” If the nominee is not in attendance ask the person who made the nomination, “Do you have the consent of the nominee?”

NOMINEE: Will give their consent or indicate consent of the nominee.

PRESIDENT: “_____ has been nominated. Are there any further nominations?” Continue until there are no other nominations. “Hearing no other nominations, the chair declares the nominations closed. The tellers will distribute a ballot to each member. Please write on the ballot either _____ or _____. Fold your ballot one time and hand ballot to member of the tellers committee. If there is no objection, while the tellers committee is counting the ballots, the Chair will continue with the other business/announcements.” (You cannot continue with elections as the person not selected as President may want to run for another position)

CONTINUE THE PROCESS ABOVE (AFTER THE NOMINATING COMMITTEE REPORT SECTION) FOR EACH OFFICER TO BE ELECTED.

1. Use this version if NO Nominating Committee was previously elected:

Prior to the Meeting, the President should consider who could serve on the teller’s committee in case ballot voting is needed. The Teller’s Committee is responsible for counting written ballots in the case of more than one nomination for an elected position. If needed, the President would appoint a Teller’s Committee of three people (who will not be running for office) to count ballots. They should bring paper and pens to distribute to members in case a ballot count is needed.

PRESIDENT: “Parliamentarian, _____ will now read the bylaws regarding Officers and Their Elections.”

PARLIAMENTARIAN reads: Bylaws Article “Nominations and Elections”, “Elections” section

PRESIDENT: The chair will now open the floor for nominations. The floor is now open for nominations for president. The chair recognizes the person making the nominations. “Yes, would you please state your name and nomination?”

MEMBER: “My name is _____. I would like to nominate _____ for _____”

PRESIDENT: Ask the nominee “Do you consent to the nomination?” If the nominee is not in attendance ask the person who made the nomination, “Do you have the consent of the nominee?”

NOMINEE: Will give their consent or indicate consent of the nominee.

PRESIDENT: “_____ has been nominated. Are there any further nominations?” Continue until there are no other nominations.

IF THERE IS ONLY ONE NOMINATION FROM THE FLOOR:

PRESIDENT: “Hearing no other nominations for President, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected president.”

IF THERE IS MORE THAN ONE NOMINATION FROM THE FLOOR:

PRESIDENT: “Hearing no other nominations, the chair declares the nominations closed for President. The tellers will distribute a ballot to each member. Please write on the ballot either _____ or _____ (list all names nominated). Fold your ballot one time and hand ballot to a member of the tellers committee. If there is no objection, while the tellers committee is counting the ballots, the Chair will continue with the other business/announcements.” (You cannot continue with elections as the person not selected as President may want to run for another position).

CONTINUE THE ABOVE PROCESS FOR EACH BOARD POSITION THAT IS ELECTED.