

For the elections, the Nominating Committee Chairman gives the report (reads the people selected to be elected). The current president accepts the Nominations. Then the President asks if there are any nominees for any of the positions. These are called **nominations from the floor**.

If there are no extra nominations the election can proceed and the **slate of nominees** can be elected with one vote or each officer can be elected individually. If there are multiple candidates then the election must **proceed with a ballot for all contested offices**, but the single officer slates can be elected by voice vote as a group or individually.

Typical problems when running elections

We didn't elect a Nominating Committee: No problem – get the word out about the General Election of Officers. Make sure you give 28 days' notice for the **officer election** and let members know that all nominations will be coming from the floor. Be sure that you have a current list of PTA members. Voters still must be members 28 days prior to the election.

We didn't slate all officer positions with candidates – Sometimes the NomCom **slate of candidates** is a little light. As in the case above – get the word out about the election and let your members know which Executive Board positions are still not slated. Send out the list of Candidate that are slated so that members know who is interested in the various positions.

We didn't find a candidate for President – Just because the PTA does not have a candidate for President in March does not mean that the PTA will not have a president in June. In this case too, run the election and elect the rest of the incoming board. If no one volunteers from the floor, it is the job of the **incoming board members** to find a President and they have some time to do so.

We didn't get quorum for our election – Make sure your election has some fanfare or a program attached to the meeting which brings members in. If you missed your election, immediately choose a new election date and get the word out. Since you have already given 28 advance notice for elections, the next meeting can be scheduled for the next day, the next week or at a time that you think will get the most interested members in attendance. This rule stands for Nominating Committee Election and Officer Elections.

After the election submit the Roster of elected Officers to Council PTA

Current President – Use **PTAEZ** or **send the list of elected officers to the Council PTA even if there are holes in your roster**. When the new fiscal year begins in July, we at the Council send out emails to the new board members. If we do not have contact information then they will not know about the summer trainings or the school year meetings.

Send in the **Roster of Executive Board members** even if the roster is missing the President, Secretary or Treasurer. The officers that are elected can contact the Council and get the PTA moving along.

Rosters are due May 1 to Council or upload to myPTEZ.

You can still look for officers after the election for the open positions. These new officers are elected by the incoming Executive Board at an Executive Board meeting. Be sure to record this in the minutes.

Send Rosters and Updates to Council!

(Rosters are due by May 1 – send in right after March Elections)

Your Roster is one of the most important documents for your PTA. Is it the list of Elected Officers and appointed Committee Members.

Your Officers are the official representatives of your Business – your PTA. The President, Secretary and Treasurer are on record with the State of California for this year as the official officers of this Business. The Executive Board is accountable for taking care of all official and unofficial business, taking minutes at all meetings, for reviewing the finances of the unit, for filing taxes and for notifying the San Diego Unified Council of PTAs about any changes that occur during the year.

The roster needs to be filed each year with the Council PTA, who in turn sends the roster up through channels, so that each level of PTA knows who are the officers of each unit and can contact them if needed. The California State PTA makes sure that the President, Treasurer and Secretary are on file with the State of California Department of Justice, Office of the Attorney General as the legal officers of your PTA which is a Non-Profit, 501(c)3 or in other words a Charity.

The PTA as a Non-Profit cannot exist without the three main Officers: President, Secretary and Treasurer. If you have a vacancy of one of these three members, the remaining board members need to fill the vacancy in order to continue to be In Good Standing.

HELP!! Our President/Treasurer/Secretary Just Quit!

At one time or another every PTA runs into this problem. So, what do you do?

If your Secretary is missing, appoint someone as Secretary Pro-Tempore to take the minutes until you find a replacement.

If your President is missing, the Executive VP or your first VP is supposed to keep calling the meetings and run them until the president is replaced – hopefully within a month.

If your Treasurer is the missing key, this can be more of a problem since the Treasurer is usually on top of keeping the budget up to date and reconciling the bank account. Ask if someone who is already on the board is willing to take over this position.

If any bank signers resign then the Auditor is supposed to audit the books from the time of the last audit until the resignation. Your unit would have an extra audit that year.

Look within your board for a replacement to the three main positions, because your PTA cannot operate without at least a **President, Secretary and Treasurer**. The Vice President position while important is not mandatory.

Send notice to the Council PTA when someone leaves or enters as an Executive Board member. And we at the Council will provide training for any of your new officers.

Make sure members of your board share information so that you can all keep in contact.

After the election, fill out the roster attached with all the information that you can obtain and send it in the school mail to the San Diego Unified Council of PTAs.