

Northrop PTA Election Procedures

Established 04/10/2018

1. Nominations for PTA officer roles will be taken on the floor in April, as specified in our by-laws (see below).
2. Nomination and election of each role will take place one at a time. The order of nomination and election will be President, Vice President, Treasurer, Secretary.
3. If a person is nominated for one role, but does not win that election, that person may be subsequently nominated for any subsequent role. Example: Wendy gets nominated for President, but does not win. She can be nominated for VP as well. If she doesn't win that, she can be nominated for Treasurer and so on.
4. A person who wins election is not eligible to be nominated for a second role.
5. If a role is unfilled, nominations will take place at subsequent regular meetings, until that role is filled. The term of office will coincide with the term of the original election.
6. Each nominated candidate shall be offered up to 5 minutes to present information to the voters at the election meeting following all nominations and immediately preceding the vote. The order of candidates shall be decided by the sitting PTA officer in the role up for election at that time.
7. Only PTA members in good-standing prior to the meeting shall be allowed to vote, per PTA by-laws. This is to prevent non-members from loading the room. We will post a list of eligible voters prior to the election.

PTA By-laws

ARTICLE VII - OFFICERS AND THEIR ELECTION

**** Section 1.** Each officer and board member shall be a member of this PTA.

Section 2. The officers of this organization shall consist a president, a vice-president, a secretary and a treasurer.

Section 3. Officers shall be elected by ballot in the month of April. If there is but one nominee for any office, election for that office may be by voice vote.

Section 4. Officers shall assume their official duties on the first day of the fiscal year (July 1) and shall serve for a term of two years or until their successors are elected.

- a. Nominations for open offices will be taken from the floor during the regular meeting in April, at which time the vote will be taken.
- b. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.

Section 7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.