

**Wisconsin PTA
Letter of Intent to Run from the Floor for an
Officer Position**

After the report of the Nominating Committee is released, Wisconsin PTA bylaws allow for any qualified Wisconsin PTA member to run from the floor for any elected office, provided that written intent to run from the floor has been received by the Wisconsin PTA president 30 days before the convention.

Synopsis of Duties:

President Elect: Succeeds current president, performs duties of president in president's absence, acts as an aid to the president, on Executive Committee, member of Legislative & Site Selection Committees, Director of Leadership Commission and Region Advisors. Candidate must have served 1 year on the Wisconsin PTA Board of Directors or one full term as president of a local unit/council.

Vice President: On Executive Committee, Director of Education and Health & Welfare Commissions, Chair of Policy & Procedure, Resolutions and Site Selection Committees. Candidate must have served 1 year on the Wisconsin PTA Board of Directors or one full term in an elected office of a local unit/council.

Secretary: On Executive Committee. Keep an accurate account of all meetings; be prepared to read the records of any previous meetings; file all records; assist with Parliamentary Procedure. Candidate must have served 1 year on the Wisconsin PTA Board of Directors or one full term in an elected office of a local unit/council.

Treasurer: On Executive Committee. Maintain a full account of the funds of the WI PTA; cause to be kept a full and accurate account of the receipts and disbursements in books belonging to the WI PTA; Render a written statement to the board of directors at each meeting; present an annual report of the financial condition of the organization; prepare or cause to be prepared an annual report for audit. Candidate must have served 1 year on the Wisconsin PTA Board of Directors or one full term in an elected office of a local unit/council.

PTA Mission, Values and Purposes:

PTA Vision: *Every child's potential is a reality.*

PTA Mission: *To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.*

PTA Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Wisconsin PTA
Letter of Intent to Run from the Floor for an
Officer Position

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

The Purposes of the PTA:

- To promote the welfare of children and youth in home, school, places of worship and throughout the community;
- To raise the standards of home life;
- To secure adequate laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

If you wish to run from the floor for any of the above positions, please fill out the attached letter of intent and email all materials to Wisconsin PTA President, Angie Mattis, amattes@wisconsinpta.org by midnight March 12, 2019.

You must include all of the following:

- Your letter of intent;
- A signed copy of bylaws Article VIII, Section 4,
- A signed copy of Policy 2.2,
- A one-page or less bio, *(for the newsletter and convention publications)*
- A picture *(for the newsletter and convention publications, a jpeg is preferred)*; and
- A one-sheet cover letter sharing your reasons for wishing to be considered for the position(s) you have indicated, as well as skills and expertise you would bring to the position(s) to be distributed to the delegates at convention



Wisconsin PTA
Letter of Intent to Run from the Floor for an
Officer Position

I hereby declare my intent to run from the floor for the following position(s) at the Wisconsin PTA Convention, April 12 -14, 2019 in Brookfield, WI.

- President Elect
Vice President
Secretary
Treasurer

I certify:

- That I am eligible to hold this position, meeting the qualifications set forth in the Wisconsin PTA Bylaws, Article VIII, Section 4. Please sign and return the attached copy.
That I am submitting my intent to the Wisconsin PTA President 30 days before the start of the convention
That I have read and will abide by Wisconsin PTA Policy 2.2 Campaigns and Elections. Please sign and return the attached copy

Name: _____

Address: _____

Phone: _____

Email: _____

I am a member of _____ PTA in _____, WI

Table with 2 columns: Offices held, Dates in office. Three rows of blank lines for entry.

I have reviewed and agree with the PTA mission, values and purposes _____ (initial)

Signature: _____ Date: _____

Please physically sign this letter and then scan and email it, along with the other required documents.

Email all materials to Wisconsin PTA President, Angie Mattis, amattes@wisconsinpta.org by midnight March 12, 2019.

This will be your official notification of intent to run from the floor.



Wisconsin PTA
Letter of Intent to Run from the Floor for an
Officer Position

Bylaws Certification

Wisconsin PTA Bylaws Article VII, Section 4

The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Wisconsin PTA:

- a. Each officer shall be a member of a local PTA chartered by the Wisconsin PTA.
- b. No officer may be eligible to serve more than one (1) two-year term in the same office.
- c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- d. Each officer must have served a minimum of one (1) year on the state board or will have served one (1) full term on the board of a local PTA/council by the time they take office
 - 1. The officer candidate coming from a local unit/council shall meet the appropriate requirement
 - (a) President elect candidates shall have served as president at the local level
 - (b) Vice president, secretary and treasurer candidates shall have served in any elected position at the local level.
- e. Only a member of a local PTA whose consent has been secured shall be eligible for nomination either by the nominating committee or from the floor.

I meet the qualifications set forth in these bylaws to run for the office of: _____

Name: _____

Signature: _____ Date: _____

Wisconsin PTA
Letter of Intent to Run from the Floor for an
Officer Position

2.2 GUIDELINES FOR CAMPAIGNS AND ELECTIONS

- A. A candidate intending to run from the floor must give a thirty (30) day notification prior to the beginning of the WI PTA Convention his/her intent to have his/her name placed in nomination. This notification must be given to the WI PTA president. Candidates intending to run from the floor must also present qualifications to the WI PTA president, as specified in the WI PTA Bylaws, Article VIII, Section 4.
- B. In the event of a nomination from the floor, each candidate will prepare a list of qualifications to be included as part of the campaign literature and distributed to delegates.
- C. Prior to the first general session all nominees for office shall meet with the president and the Election Committee Chair in order to review the campaign and election procedures. The president shall designate the time according to the convention schedule.
- D. Campaign paraphernalia shall be limited to campaign buttons or badges only. No campaign materials may be distributed or worn with 20 feet of the polling place.
- E. Campaign posters, signs, etc. may not be displayed or attached to any surface in or around the convention facility.
- F. The format of campaign literature shall consist of only one sheet of paper no larger than 8 ½" x 11" (both sides may be used) to include the nominee's qualifications and biography.
- G. Any campaign literature or paraphernalia must be submitted to the WI PTA president for approval no later than fourteen (14) days prior to the first General Session of the WI PTA Convention.
- H. Distribution of campaign literature and paraphernalia will be at the specified times and locations. Any distribution conducted outside of the specified times and places shall be strictly prohibited.
- I. Nominees will not be allowed to conduct any food/beverage functions as part of their campaign.
- J. In the case of a candidate running from the floor opposing a candidate put forth by the Committee to Nominate State Officers, each nominee shall be given the opportunity to present a timed three (3) minute speech to the delegate assembly at the first General Session.
- K. WI PTA stationery, mailing lists, Internet system, and bulk rate permits shall not be used for campaigning.
- L. No campaign ads or candidate endorsements shall be placed in the convention program book.
- M. Any violation of campaign guidelines A-L noted by a convention delegate shall be brought to the attention of the president. The president shall then inform both the candidate and those inappropriately acting on his/her behalf that the offending actions must cease. Any continuing or additional violation(s) of campaign guidelines A-L noted by a convention delegate shall be brought to the attention of the president. The president shall inform the



everychild.one voice.

Wisconsin PTA
Letter of Intent to Run from the Floor for an
Officer Position

delegate body at the General Session immediately following the report of the offense that ongoing inappropriate campaign activity has occurred stating that the candidate and those acting on his/her behalf must cease their actions. The delegate body shall be informed that these actions are not in accordance with the agreed upon campaign and election guidelines and shall be asked to disregard the offending activities.

N. These guidelines shall be included in the convention mailing of the odd numbered calendar years.

I have read and will abide by this policy in the upcoming election.

Name: _____

Signature: _____

Date: _____