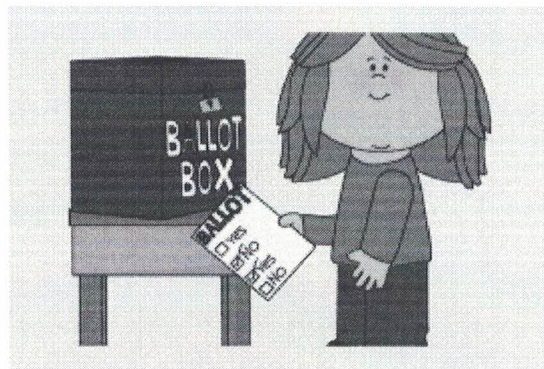




Wisconsin PTA Local Unit Election Information



Elections and your local unit

March 26, 2020

To our local units,

WI PTA has been getting many questions and concerns via email in regards to school closings and nominating/election meetings before the end of the school year.

1.) How is our nominating committee supposed to report our nominees to our members?

You may submit your slate of officers via electronic media – Facebook, Twitter, and Email. Each member should receive this information via an electronic source.

2.) How can we hold an election meeting?

This is an answer based on current forces in effect, and with the uncertainty of the nationwide emergency, our best suggestion is to hold off on elections until you can meet in person again. This might mean that you have to wait until next school year. Now, if school does not resume for the rest of this school year, over the summer, try to get members so you can hold a vote in August / September. Technically, as of July 1, 2020, you have no current members until the new school year membership is turned in. Election Meetings **CANNOT** be held electronically, only in person.

3.) How do we hold a budget meeting?

Per our local unit bylaws, executive board meetings and committee meetings are allowed to be held via an internet platform (Zoom, FreeConferenceCall, etc.) Voting to approve the budget via the internet meeting is allowed, but must be done by roll call, and all voters need to be members previously verified before vote can begin.

Please review your bylaws, and a copy of these will be provided as an attachment. We know this is a very trying and frustrating time, but we will all come out of this stronger!

Stay healthy and safe. WI PTA sends our thoughts and prayer to all of our units in hopes this will keep us strong!

Sincerely,

Heidi Nicolazzo
WI PTA President
(262)822-8145

Wisconsin PTA Local Unit Bylaws

ARTICLE VII: Meetings of the Association

Section 5. Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of the local PTA/PTSA.

Section 6. Each member in attendance at a meeting is eligible to vote, aside from the president who only votes in the case of a tie.

Section 7. There shall be no proxy or absentee voting by any member of a constituent association of Wisconsin PTA.

Section 8. Electronic Meetings

a Meeting of the executive board and all committee meetings shall be authorized to be held by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

b If the association has the capacity to offer electronic meeting communications to all members so they can fully participate in the meeting, general membership meetings shall be authorized to be held electronically, provided that the meeting is also held in person for those that can be physically present.

1. Only PTA members shall be allowed to vote electronically.
2. Attendance shall be taken by voice roll call and compared to the current membership list
3. All voting during electronic meetings shall be by voice roll call and that vote shall be recorded and included with the minutes in the approval process of those minutes.
4. **Election meetings shall be held in person with no electronic attendees.**
5. Agendas, minutes and all reports shall be distributed one week prior to the meeting

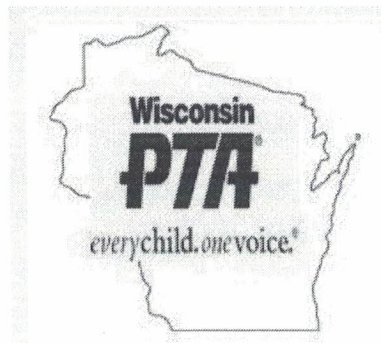
c Meeting and voting by email shall not be permitted under any circumstances.

Section 9. Unless members indicate otherwise to the PTA president, all communications required by these bylaws, including meeting notices, may be sent electronically unless communication is otherwise specified in these bylaws.

Please see the attached voting guide for helpful information!

WISCONSIN PTA

OFFICER ELECTION PROCEDURES



4797 Hayes Road, Suite 102
Madison, WI 53704

Phone: 608-244-1455/Fax: 608-244-4785

Email: info@wisconsinpta.org

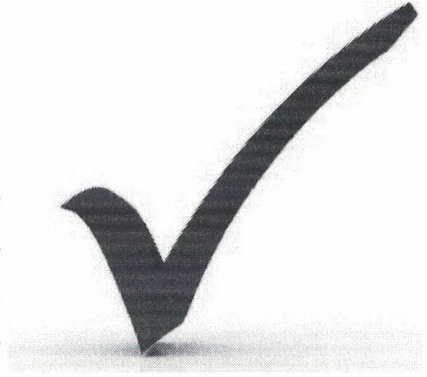


www.wisconsinpta.org
www.facebook.com/WisconsinPTA

PRIOR TO THE ELECTION

A nominating committee is elected by the PTA membership at a meeting at least two months prior to the election.

The nominating committee convenes and reports a slate of candidates at least 30 days prior to the election. For additional information on the nominating committee, see the local unit bylaws Article VIII and the publication "The Nominating Committee"



AT A MEETING AT LEAST ONE MONTH PRIOR TO THE ELECTION

Announcing the Nominees:

- The president asks for the reports of the nominating committee by stating
"We will now hear the report of the nominating committee."
- The chairman of the nominating committee rises and presents the report
"Madam/Mr. President, the nominating committee submits the following nominations for the officers of the _____ PTA for the ____ year.
 1. For President: Mr./Mrs. A
 2. For Vice-President: Mr./Mrs. B
 3. For Secretary: Mr./Mrs. C
 4. For Treasurer: Mr./Mrs. D

Signed: Mr./Mrs. E, Chairman, Mr./Mrs. F, & Mr./Mrs. G"
- The chairman gives the written report of the nominating committee to the president.
- The president then restates the report

Nominations From the Floor :

Additional nominations may be made from the floor by any PTA member. Eligible nominees are defined in the bylaws, Article VIII.

- The president proceeds by stating
"For President, __. __ is nominated by the nominating committee. Are there any further nominations for president?"

(Always allow plenty of time for nominations from the floor.)

- If a member nominates another person, the president states:

“_____ (name), has been nominated. Do you consent to the nomination? (If yes, then asks) Are there any further nominations for president?”

Closing the Nominations:

- If there are no additional nominations from the floor the president declares nominations closed by stating

*“Are there any further nominations for President? (Pause)
If not (pause) without objection, nominations are closed .”*

Nominations from the floor and closing the nominations should be completed for each office individually before moving on to the next office.

THE ELECTION

- The organization's bylaws, Article VIII state the voting date and procedures.
- **Only PTA members can vote.**

Voice Votes:

- Most bylaws provide that where there is but one nominee for each office, the election may be by voice.
- If there is only one nominee for every office, the vote may be made on the whole slate at once.

The president states

“_____ has been nominated for President. Those in favor of _____ for president, say "Aye." Those opposed, "No.”

“The ayes have it and _____ is elected President.” (Repeat for all offices.)

OR

“The following have been nominated. (Reread the slate of officers). Those in favor of the slate as presented, say "Aye." Those opposed, "No". The ayes have it and the slate has been elected.”



Ballot Votes:

- If there is more than one candidate for an office or when the bylaws require a ballot vote, this requirement cannot be suspended even by a unanimous vote.
- The president appoints four (4) tellers who:
 1. Verify those wishing to vote are paid PTA members.
 2. Give each voting member a ballot.
 3. Collect ballots or make sure they are placed in a sealed ballot box.
 4. Count the ballots when the polls privately.
 5. Create a written report of the results and give to the president.



A majority vote is necessary to elect unless the organization's bylaws provide otherwise. If ballots have been counted and no one candidate for a particular office receives a majority of the votes, additional balloting must be held, with all nominees for that office on the ballot, until one candidate receives a majority,

Introduction of Newly Elected Officers:

- After voting for all offices is completed, the president declares the officers elected as follows

“The officers you have elected for the _____ PTA for next term are:”
(List the officers)
- Newly elected officers assume their official duties at the time prescribed in the bylaws Article VIII.

INSTALLATION OF OFFICERS

An installation “ceremony” is an opportunity to set forth the privileges, duties, and opportunities for service that are transmitted to the new officers. This also allows the membership to become acquainted with the new officers. Installations are optional and may be held at the time of election or at another time before assuming office.