



## Script for Electing Local Unit Nominating Committee

**The wording will be something like this:**

**Presiding Officer:** Our first order of new business is the election of our Nominating Committee.

Our secretary, \_\_\_\_\_, will read Article VI (6) Section \_ of the \_\_\_\_\_ PTA/PTSA Bylaws regarding officers and their election:

**Secretary:** Reads the applicable Section

**Presiding Officer:** We will now take nominations from the floor for members willing to serve on the Nominating Committee. Do we have any nominations?

\_\_\_\_\_ has been nominated. If \_\_\_\_\_ is here, would you please stand. You are a member of this PTA/PTSA and are willing to serve if elected? (If not present, ask the person who nominated him/her).

Are there any nominations?

\_\_\_\_\_ has been nominated. If \_\_\_\_\_ is here, would you please stand. You are a member of this PTA/PTSA and are willing to serve if elected? (If not present, ask the person who nominated him/her).

(Repeat until there are no further nominations for the NC. If a person will be an alternate to the Nominating Committee, then when s/he is nominated, that should be stated "I would like to nominate Mary Doe as an alternate to the Nominating Committee.")

Are there any further nominations? I now declare the Nominations closed. You have nominated (#) members to serve on the Nominating Committee, as per our bylaws. We will proceed with a voice vote.

(If a contested election, you must conduct a ballot vote. As always, the local unit secretary should come to every meeting with a list of current members, (either electronic or paper), so membership cards can be checked. S/he should also carry ballots in case a ballot vote is required. Have tellers ready to count ballots. Recommend that there is a white board, flip chart or projector available to write names to eliminate having to repeat names and to reduce spelling errors.

All those in favor of these nominees serving on the \_\_\_\_\_ PTA/PTSA Nominating Committee please say "aye." All those opposed, please say "no." The "ayes" have it.

Congratulations to these people. I appoint \_\_\_\_\_ as the Temporary Chair until the Committee meets and elects its own Chair.