

## **Voting Procedures for Bylaws and Leadership Roles**

Below are suggested voting procedures for approving bylaws and conducting a fair election for leadership roles. Also included are tools to record votes and sample ballots.

### **Bylaw Committee completes bylaw worksheet**

- Nominate a temporary committee of parents and teachers to work on the bylaws. If the audience is a small group of people, they can work together on the creation of the bylaws.
- The small committee should complete the **Bylaws Worksheet**.

### **Participants/members approve the content of Bylaw worksheet**

- Once the worksheet is completed, make a motion to present the bylaws to the audience.
- Debate (if necessary) and vote on approval of each bylaw.

### **Leadership Roles are filled by election**

- Once bylaws are approved by all participants, proceed to the nomination of officers. The number of officers has been decided in the bylaws and has to be followed.
- Provide the **My Role in the PTO** worksheet. Allow some minutes for completion.
- Provide the description of leadership roles (officers) to participants, or briefly explain each one of the leadership roles (President, Vice-president, Secretary, Treasurer, and other).
- Nominations from the floor: Have participants self-nominate or nominate others. Write nominations down where they are visible to the entire congregation (via projector, smartboard, or chart paper).
- Call nominated individuals to give a short speech (one minute), distribute the voting ballots, and ask participants to vote.
- If only one candidate is nominated for any position, there is no need for voting. Ask once more if there are any other nominations for that position. Declare that candidate as the officer if they accept the position.
- Call two or three participants to count the votes and have the facilitator record the votes.
- Announce the names of the newly elected officers when the voting procedure is finished.

### **Officers write bylaws using the decisions made on the bylaw worksheet.**

- Officers meet to write bylaws using the previously completed **Bylaw Worksheet**.
- Finished bylaws are presented to the organization at the next meeting. A motion is made for approval of the bylaws.
- If there is disagreement on any of the items, these items can be discussed by the larger organization, and altered as necessary.

## Vote Recording

Use this table to write the names of candidates nominated. When the votes are collected and counted, write the total number of votes for each candidate on the right side of the name.

President		Vice-President		Secretary	

Treasurer					

## Ballots

- Distribute the officer ballots to participants.
- Call the persons nominated for president first to give a short speech related to themselves and their future plans (1 min. each). Ask people to vote only for the president. Then, proceed with vice-president following the same procedure, and continue with secretary and treasurer.

<u>PRESIDENT</u>	<u>VICE-PRESIDENT</u>	<u>SECRETARY</u>	<u>TREASURER</u>
<u>PRESIDENT</u>	<u>VICE-PRESIDENT</u>	<u>SECRETARY</u>	<u>TREASURER</u>
<u>PRESIDENT</u>	<u>VICE-PRESIDENT</u>	<u>SECRETARY</u>	<u>TREASURER</u>
<u>PRESIDENT</u>	<u>VICE-PRESIDENT</u>	<u>SECRETARY</u>	<u>TREASURER</u>
<u>PRESIDENT</u>	<u>VICE-PRESIDENT</u>	<u>SECRETARY</u>	<u>TREASURER</u>