**FAQs**

**Local Unit Elections**

Though National PTA revoked the charter of Maryland PTA (MDPTA). Per National PTA, each of our PTAs in the State of Maryland are in a direct relationship with National PTA and until they issue new bylaws, we will continue using our current bylaws as our guide.

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| **QUESTION** | **ANSWER** |
| **NEED VOLUNTEERS?**  The Nominating committee can’t find enough volunteers to fill all the officer roles outlined in the bylaws. What do we do? | * A 501c3 in Maryland only needs a President, Treasurer, and Secretary to meet the requirements.  If you can fill those, move forward and try and fill additional roles during the membership drive in summer/fall. |
| **NEED VOLUNTEERS?**  No one wants to be President. What do we do? | * To function as a 501c3 in Maryland, you must have 3 key positions filled – President, Treasurer, and Secretary.  If the current President is willing to remain (even if they have served the maximum 2 consecutive terms in the same office), the individual can stay in place, per the bylaws “until their successors assume their official duties.” (Article VI, Section 2. D.) * If the current President is unable to continue, we suggest contacting the Principal and request assistance in soliciting volunteers. * Without a President, the PTA can’t function. If you aren’t able to get someone to take the role, contact your Cluster Coordinator so they have this on their radar and can help support. * NOTE: Co-presidents (or co-treasurers) aren’t allowed under Maryland State Nonprofit Law though many president functions can be delegated to the VPs to minimize the load on the President. |
| **NOMINATING COMMITTEE -- SLATE**  Does the nominating committee only nominate one person for each officer position and present that recommended slate to the membership in the time stated in our bylaws? | * Yes – one name, per position. The nominating committee reviews the individuals that volunteer, ensures they meet any requirements outlined in the bylaws (which generally is limited to being a member of the local unit), and then forwards to the general membership their slate with the names of who they nominate (think would be best suited for the position) to the general membership for election. |
| **NOMINATING COMMITTEE -- SLATE**  There has been some confusion in our PTSA about whether the nominating committee could or should nominate more than one person per office. | * No, their job is to “nominate” who they think would best serve in this position.  If there are two (or more) individuals vying for the same position, the nominating committee would (by majority vote – the nominating committee must be at least three and must be an odd number, Article VI, Section 3 #a) select who they think would best serve in each role.  The other candidates can then run from the floor, if they so choose. |
| **NOMINATING COMMITTEE -- SLATE**  The nominating committee has some open slots but is hesitant to put forward someone for an officer role that hasn’t been involved with the PTSA before. We think there are more qualified individuals out there. Can we leave it open and hope someone “proven” steps up? | * Sigh… Being willing is often the most critical qualification for a volunteer role! * The nominating committee may leave a position open and an individual interested in the position (assuming they meet the qualifications, which often is limited to “member”) may run from the floor. |
| **NOMINATING COMMITTEE -- SLATE**  I’m unsure if the Nominating Committee presents the entire board or just the officers? My PTA has historically voted everyone into their positions. | * Your bylaws specify the nominating committee is responsible to put forward the slate of officers (Article VI outlines process and Article VII should specify all officers and their roles). * The duty to elect standing and special committee chairs is a task assigned to the Executive Committee (Article IX, Section 4, b). Those individuals then become part of the Board of Directors (Article VIII, Section 2). * To determine if the Delegates are elected by the Board or the General Membership, please look at your bylaws (Article XIII, Section 1 b) as either “Board of Directors” or “General Membership” will be circled. If the General Membership elects, then this can be added to the Slate with the officers or held until the first general membership meeting of the next school year. |
| **NOMINATING COMMITTEE -- PROCESS**  MCCPTA requires that anyone that wants to run from the floor must declare beforehand. Can we require that? | * Please check your bylaws (Article VI, Section 3, c). If your bylaws or your PTA’s standing rules include a requirement around declaring candidacy beforehand, as MCCPTA bylaws do, then yes. Otherwise, candidates can just declare from the floor the evening of the election. |
| **NOMINATING COMMITTEE -- PROCESS**  We didn’t circulate our slate by 10 days before the meeting (per bylaws). Can we still go forward with the election? | * If the Nominating Committee did not circulate the slate to the general membership 10 days beforehand, you may still proceed with the election during the May meeting.  Each candidate will need to be verified as meeting the criteria (the nominating committee can do this) as meeting the criteria outlined in the bylaws (generally, it just means being a PTA member). Each candidate will then “run from the floor.” |
| **NOMINATING COMMITTEE -- PROCESS**  We have some gaps in our slate. Can we just ask for volunteers on the night of the election? | * Yes, the Chair of the Nominating Committee will “preside” over the election. The Chair will state “there was not a qualified candidate identified for the xxxx position. Would anyone like to run from the floor?” Once verified they are eligible (usually just requires being a member of the local PTA/PTSA) then the election may proceed. |
| **NO MEMBERS… NOW WHAT?**  Our PTA never “got off the ground” this year. We never held a general membership meeting, have no budget, and never held a membership drive. We are ready to revive the PTA but not sure where to start because at present, we have no members. | * Sigh… it happens. * Each board member shall be a member of this local PTA/PTSA (Article VIII, Section 1). So first, all willing board meetings must become members of the local PTA. * Assuming there are prior board members still engaged, I’d recommend you move forward with running a “membership campaign,” ($5.25 is the minimum dues required for membership). * Please note what your numbers are for quorum (Article 12, Section 4). This is the minimum number you must achieve in order to conduct any business (including voting in officers). * Running the membership campaign and meeting the quorum requirements will allow you to elect officers and then you can begin the rebuilding of the PTA. * If you are still unsure how to proceed, please reach out to your Cluster Coordinator. |
| **NO MEMBERS & NO TREASURER.. NOW WHAT?**  The Treasurer resigned in 19-20 and the President was disengaged most of the year. We never elected officers for 20-21. We didn’t have a membership meeting all year. We have no members. The President doesn’t seem motivated to move aside so new volunteers can assume the duties. | * Again… it happens. * If the board is still in place, the vacancy of the Treasurer can be filled by the sitting board. However, at this late date, it may be more prudent to recruit for “next year’s board” and install the Treasurer at the same time as the rest of the officers (rather than delaying until June 30). * All the same issues (above) – membership drive, quorum, election are all necessary pieces. * Please contact the Cluster Coordinators if you need assistance working through the mechanics. |
| **VOTING PROCEDURES**  In the Virtual Meetings document that went out several months ago from the MDPTA it mentioned not to use Google forms or any voting mechanism outside of the technology and the document recommended having each member private message a designated member with their vote.  I know with the MCCPTA SRO voting, you used a combination of the polling feature in Zoom + private message if someone was unable to use the polling feature. | * Two thoughts for you… if there is no contest, the individuals can be elected by voice vote (Article VI, Section 2, c).  If there is someone else running from the floor for a position, then the election must be done without attribution.  If you “clear the room” of all non-members (as we did with the SRO vote), you can use the Zoom polling feature with the “anonymous” polling turned on and use that to secure the vote.  The alternative is to have a “teller” that is not vested in the outcome of the election (your cluster coordinators or AVPs could serve in this function) to receive the votes via chat. |
| **VOTING PROCEDURES**  Is there any reason we can’t have a ballot vote like we did last year and have members drop off ballots at a designated time? | * Yes, if the membership decides they would rather vote via ballot, someone would simply make a motion, someone should second it, the PTA can debate, and vote on it. * If it passes with a majority of votes then your PTA would proceed with voting in person at the time/location passed in the motion. |
| **VOTING PROCEDURES**  We have already heard there are several people planning to run from the floor for one of the positions in our PTA. Is it the most votes or the majority of votes that wins? | * EXCELLENT question! The bylaws state “A majority vote shall be required for election.” (Article VI, Section 2, c) So, if there are 50 people voting, 26 people must vote for one of the candidates to seal the election. The membership will continue casting votes for that position until someone receives the majority of the votes. (Often the individual with the fewest votes will bow out but it is not required.) |
| **VOTING PROCEDURES**  Can someone abstain from voting? | * Yes, not voting is abstaining. There is no option to choose “abstain” in a vote as voting is either “yes” or “no” per Robert’s Rules of Order, Newly Revised. |
| **REPORTING THE VOTE**  We’ve completed the election for the 21-22 officers. Now what? | * YES! After the election, your incoming officers should determine how you will proceed in populating the MCCPTA “bluebook.” * Many PTAs ask their newly appointed Secretary to gather all the information contained in the form from each officer and then submit to <http://tiny.cc/2021bluebook>. From here, newly appointed officers will learn about MCCPTA trainings and other opportunities. * By having one person collect, it ensures the PTA records are complete and often, the Secretary will also share much of the contact information with the rest of the officers and the school Principal. |