**ELECTION SCRIPT – Nominations from the floor**

*This portion is only if there is more than one person running for a position. As soon as there is more than one person running for a position, you stop and vote in that position. This is important because the one not selected has the right to run for a different position.*

The Chair appoints **“TWO NAMEs, both members of ABC PTA”** as Tellers. *(If ballots were not distributed to members at the start of the meeting, you may permit tellers and the secretary to distribute ballots to members – to avoid a delay, we recommend passing out an index card when members check in even if they never use them)*

The Chair appoints **“ONE NAME, a member of ABC PTA”** as time keeper.

(Ask the secretary for a rising count of members.) The Chair will read the position up for nomination:

For President ......... FIRST & LAST NAME, FIRST & LAST NAME *(or whatever position has more than one nominee)*

**PRESIDENT:** “At this time we shall hear from each of the candidates for President they will be given 2 minutes *(you may choose the duration but it is recommended to not exceed 2 minutes)* each to speak to the assembly before the vote. The order of speaking will be decided by a coin flip. *(If one of the individuals running is the current president, they can go first as a courtesy.)*

**\*Allow each candidate to speak for 2 minutes\*** Note – candidates may only speak one time, if there are technical issues and you permit one to repeat you must extend the courtesy to the other candidate.

Once the candidates have finished, the President (or chair) can then ask members to have their ballots ready. **You will have 2 minutes to vote, time keeper please be ready to begin.** “For those voting in person you will write the name for which you wish to vote and after you have finished you should fold the ballot in half twice, raise your ballot and wait for the Tellers to collect the ballots.” Let the time keeper begin the countdown.

**\*Once the two minute mark has been met\*** “Have all members voted who wish to vote?”

“The Chair declares the voting closed and Tellers will leave to count the ballots.”

(WHILE THE TELLERS ARE COUNTING, the assembly may continue with other business or take a recess, etc.)

(When the Tellers return the Chair of Tellers reads the Report when called for by the Chair.

**CHAIR WILL SAY, “Tellers, do you have your report?”** The reporting Teller DOES NOT declare the result of the ballot vote ... that is the responsibility of the presiding officer.

**PRESIDENT (OR CHAIR):** (reads the Report of the Tellers in full – say what the vote count was for each candidate)

“The Chair declares “Insert Name” as your New President.”

CHAIR will ask for a motion to destroy the ballots. (The purpose is to alleviate the ballots from becoming part of the minutes.)

The nominations will resume until complete.