

- 1) Review, in its fifth (5th year), adopted position statements for possible retention, rescission or amendment (to update).
- 2) Meet with the Resolutions Committee to coordinate efforts regarding proposed retained, rescinded, and amended (updated) position statements for presentation to the National PTA Board of Directors.
- 3) Submit to the National PTA Board of Directors for adoption.
- 4) Put a 5-year review date on any newly adopted or amended position statement.

5.0 POLICY ON ELECTIONS

Election Policy Purpose

The National PTA Bylaws set forth basic requirements for candidates seeking elective positions.

This policy aims to ensure that all candidates have all the information needed to comply with these requirements.

5.01 Election Policy Authority

All candidates for an Officer, Board of Directors, or Nominating and Leadership Recruitment Committee (NLRC) positions, whether slated or self-nominated must adhere to this policy. Once the NLRC slate is announced, the listed PTA members automatically become candidates for the positions they have been nominated for. Once the self-nomination period has concluded, the Elections Committee addresses all nominees equally as candidates. The Elections Committee is the sole source for all information governing elections.

Candidate Query

- Candidate queries will be pre-recorded and available on the National PTA website prior to the convention.
- Candidates for Board of Directors – Elected Director at Large and NLRC will respond to at least three (3) questions.
- Candidates for Secretary-Treasurer, Vice President of Membership and Vice President of Advocacy will respond to at least four (4) questions.
- Candidates for President-Elect will respond to a minimum of at least five (5) questions.

The Elections Committee shall develop questions for the candidate query and selection of an impartial moderator who will conduct the query.

Candidate Meet and Greet

All candidates have the option of participating in a scheduled Meet and Greet as designed and scheduled by the Elections Committee.

5.02 Elections Committee

The Elections Committee appointed by the National PTA President and approved by the Board of Directors shall monitor and administer the election process and develop guidelines for campaigning and campaign materials, as needed within the confines of board-approved policy.

A member of the Elections Committee must resign from this committee once they submit a Letter of Interest for any National PTA elected position. If there are self-nominated candidates, the Elections Committee shall ensure there is an opportunity provided by the Convention Committee for the delegates to meet all candidates.

The Elections Committee must perform the following additional duties:

- Provide the Board of Directors with a copy of guidelines for campaigning and campaign materials by the January Board of Directors meeting annually for approval.
- Provide guidelines for campaigning and campaign materials to slated candidates and all potential non-slated candidates within 24 hours of their announcement.
- Guidelines for campaigning and campaign materials must be available when the self-nomination form is available.
- The Elections Committee Chair is responsible for notifying the National PTA President on all violations as defined within this policy and adhere to their respective roles during the advisement, presentation, hearing, and the disposition of all violations.
- Deliver online training for all candidates regarding the election process, campaign rules, and any other relevant information. This training must take place at least two weeks prior to the deadline for slated candidates' campaign material submission. This training must be provided to all self-nominated candidates at least two weeks prior to the deadline for self-nominated candidates' campaign material submission.
- Advise candidates on the election policy and guidelines for campaigning and campaigning materials. Guidelines must be provided to slated candidates after the slate announcement and included with the self-nominated application.
- Conduct a survey with all candidates on the election process to assist with suggested changes and amendments to the policy and procedure after each election cycle.
- Maintain regular communication with the NLRC and Convention Committee to ensure the proper resources, steps, and plans are in place to ensure fair, impartial, and success in administering the election policy.
- Conduct a pre-convention meeting for candidates and/or their campaign proxy to address any questions and to identify "no campaign" areas from campaign areas.

5.03 Self-Nomination Procedures

Those wishing to self-nominate for an elected position, must first apply to be slated by the NLRC to ensure that all candidates are subject to the same screening processes. Only those candidates whom the NLRC has considered and declined to nominate are eligible for self-nomination.

The NLRC will provide all applicants who are not slated with access to the online **Self-Nomination Form**. This form must be submitted online by the applicant via the provided link by **April 1 at 11:59 PM EDT/EST**. Failure to submit this form by the April 1 deadline and via the required format will invalidate the applicant.

The NLRC Chair will notify all impacted slated candidates that the election for their position will be contested.

5.04 Candidate Exposure

To help our constituents make the best decision on the future leaders of our association, the following will be required for all contested elections:

Candidates Speeches

- Candidate speeches will be pre-recorded and available on our website prior to convention.
- Speech Length:
 - Candidates for the Nominating and Leadership Recruitment Committee and shall be allowed two (2) minutes.
 - Candidates for Board of Directors – Director at Large shall be allowed two (2) minutes.
 - Candidates for Secretary-Treasurer, Vice-President of Advocacy, and Vice-President of Membership shall be allowed three (3) minutes.
 - Candidates for President-Elect shall be allowed five (5) minutes.
- Candidate speech videos will be arranged by position.
- The Elections Committee will conduct a drawing with all candidates for Officers, elected Directors At-Large and NLRC, to determine the order of their video speech. This order will also represent how the candidates' names will appear during balloting.

Candidates Query

- Candidate queries will be pre-recorded and available on our website prior to convention.
- Candidates for Board of Directors – elected Directors At-Large and NLRC will respond to at least three (3) questions.
- Candidates for Secretary-Treasurer, Vice President of Membership and Vice President of Advocacy will respond to at least four (4) questions.
- Candidates for President-Elect will respond to a minimum of at least five (5) questions.
- The Elections Committee shall be responsible for the development of questions for the candidate query and selection of an impartial moderator who will conduct the query.
- All candidates for a given position will be asked the same questions.
- All candidates will have up to 75 seconds to respond to each question. The candidate may ask the moderator to repeat the question one time. The 75 seconds will start immediately after the moderator states, "You may now respond."

Candidate Meet and Greet

Candidates shall have an option to participate in a scheduled Meet and Greet.

5.05 Campaign Materials Procedures

Upon the release of the NLRC slate and receipt of the Declaration of Self Nomination, the NLRC and the Elections Committee will provide candidates with guidelines and templates for all required written submissions to facilitate the production of campaign materials. Candidates must send all required campaign materials (listed below) via the platforms and processes designated below by the appropriate date listed below. Failure to do so will invalidate the candidate.

- **SLATED CANDIDATES** must submit materials by **March 15 at 11:59 PM EDT/EST**
- **SELF-NOMINATED CANDIDATES** must submit materials by **April 1 at 11:59 PM EDT/EST**

Required Campaign Materials:

The following documents will be provided to candidates by NLRC and must be submitted via email to LeadershipRecruitment@pta.org:

- **VERIFICATION OF ACCURACY OF STATEMENT**
- **AFFIRMATION OF RESIDENCY**

The following items must be submitted together by the candidate via an online process provided by the Elections Committee:

- **BIOGRAPHY** in a Word document in the Biography template provided by the Elections Committee.
- **HIGH-RESOLUTION PHOTOGRAPH** – A high-resolution photo is in JPEG or PNG format of at least 300 pixels per inch and should be in portrait orientation.
- **CAMPAIGN NARRATIVE** that is no longer than 300 words in a Word document in plain text.

For campaign material procedures, plain text is defined as no bullets, no bold, no italics, no underline, no images, or solid capitals.

The Elections Committee shall incorporate all candidates' campaign narrative (as submitted) in a public display at the National PTA Convention and Expo as part of the election process.

The Elections Committee Staff Liaison will inform candidates, via email, when campaign materials are received. Campaign materials shall be reviewed by the Elections Committee Staff Liaison and the Elections Committee Chair for policy compliance, and candidates will be notified within five (5) business days of any corrections needed and timeframe for corrections. After review, all materials are distributed as submitted.

The Elections Committee Chair shall notify the National PTA President and the NLRC Chair of candidates invalidated during this process.

For this policy, campaign materials are displayed in an order determined by drawing and by positions.

In the event that slated candidates withdraw or are otherwise disqualified, the NLRC may select alternate candidates through April 2 at 11:59 PM EDT/EST to fill any vacancies on the slate as of that date. Alternate candidates must send all required campaign materials (listed above) via the platforms and processes designated above by **April 10 at 11:59 PM EDT/EST**. Failure to do so will invalidate the candidate.

5.06 Campaigning Procedures

For this policy, campaigning is defined as organizing a series of activities to try to achieve their own election or that of someone else, which includes directly or indirectly asking and persuading people to vote for a candidate.

The campaign period shall begin after the 1st announcement of the slated and self-nominated candidates together.

The Elections Committee will develop guidelines for campaigning and campaign materials as directed by the National PTA Bylaws.

5.07 Campaign Violations

Election policy violations must be submitted in writing to the Chair of the Elections Committee either in person or via email at Elections@PTA.org. Violations are:

- Any non-adherence to written campaign guidelines provided by the Elections Committee.
- Campaigning outside of designated campaign areas at convention.
- Campaigning while at a National PTA-sponsored event or as a National PTA representative.
- Derogatory, demeaning, or insulting remarks about a candidate.
- Derogatory, demeaning, or insulting remarks about a candidate made by a third party on the candidate's own social media profile.
- Distribution of campaign materials other than those produced and approved by the Elections Committee.

The following procedure will be followed when a potential violation is brought to the attention of the Elections Committee:

- The Elections Committee Chair shall immediately inform the President and members of the Elections Committee. The committee shall deliberate and determine the legitimacy of the violation. The Elections Committee shall categorize each legitimate violation in the following manner:

- Level 1 – The violation is easily curable by notifying the candidate to take the necessary corrective action within 24 hours and has no irreparable harm to other candidates.
- Level 2 – The violation is not easily curable, and irreparable harm to other candidates is evident and warrants the intervention of the Board of Directors.
- Level 3 – The violation either blatantly disregards the policy; the previous advice is not followed within the requested time frame, deliberately intended or non-responsive to corrective action and warrants the intervention of the Board of Directors.
- The Elections Committee will prepare a report of each violation, its categorization, and the outcome for the Board of Directors via the President.
- The President shall inform the Board of Directors of campaign violations as follows:
 - If the alleged violation occurs before the convention, the board will be notified within 24 hours, and consideration of sanctions will occur within seven days.
 - If the alleged violation occurs within seven days of the start of convention or after the convention is called to order, the board will be notified immediately, and consideration of sanctions will occur as soon as possible.
- The National PTA President shall provide the necessary notification within 24 hours to the candidate if the violation occurred prior to the start of the convention. If the violation occurs during the convention, the President must provide the necessary notification to the candidate prior to the start of the next general session.

The Board of Directors shall meet and consider sanctions as listed below on all Level 2-3 violations:

- During the meeting, the President presents the Board of Directors with a report from the Elections Committee, the Elections Committee chair will respond to questions submitted by the Board of Directors during the meeting.
- Following the presentation of the Elections Committee report, the complainant and respondent will each have up to 10 minutes to address the Board of Directors either in-person during convention or virtually should the violation occur before the start of the convention as part of an election hearing.
- After the violations hearing, and the Board of Directors will discuss the situation and determine the validity of the report and if any sanctions will be imposed.
- The board shall have the ability to impose the following sanctions:
 - A warning on behalf of the Board of Directors with the advice that should the same violation or a similar violation occur again, the candidate may be disqualified.
 - Disqualification of candidate by a 2/3rds vote of the members present.
- Notification to convention delegates of all campaign violations must be reported prior to the election.

5.08 Voting and Balloting

The voting and balloting process must be presented to the Board of Directors at the January Board meeting.

During the National PTA Convention, the following applies to voting and balloting for elections for office:

- When there are more than two candidates, if a majority vote is not achieved in the second or any subsequent round of balloting, the candidate with the lowest votes will be dropped from the ballot before the next round of balloting. The remaining candidates may be allowed one minute from an additional presentation following each round of balloting.

5.09 Notification of Results

Before making election results public to the convention delegates, the election results will be shared with the candidates by the Elections Committee Chair in writing or by a phone call.

6.0 CREDENTIALING OF DELEGATES TO THE VOTING BODY OF THE NATIONAL PTA CONVENTION

As defined in the National PTA bylaws, individuals accredited by a state constituent association who wish to serve as a delegate must be a PTA member and must hold an appropriate convention registration, full or one-day, either purchased or complimentary, according to National PTA policies, that provides access to general meetings.

The credentialing process shall be implemented as specified in the bylaws and Governance Policy by the National PTA Staff in consultation with the National PTA officers.

7.0 NATIONAL PTA ANNUAL CONVENTION GUEST POLICY

National PTA Annual Convention Guest Policy Leadership Invited Guests

For the Annual Convention each year, National PTA leadership can extend a select number of complimentary Convention registrations to their invited guests such as family members, mentors, education contacts, etc.

Invited Guest Registrations are available for the following leadership: President – Five (5) Invited Guest Registrations; President-Elect – Five (5) Invited Guest Registrations Executive Director – Five (5) Invited Guest Registrations; Secretary-Treasurer – One (1) Invited Guest Registration; Vice-President of Membership – One (1) Invited Guest Registration; Vice-President of Advocacy – One (1) Invited Guest Registration.

The Invited Guest Registration is a complimentary, full registration that allows the guest to attend the entire Convention. National PTA will not provide travel, hotel accommodations, or per diem reimbursement for the Invited Guest. The Invited Guest is required to pay for any ticketed event that has an additional cost outside of registration (i.e., Endowment Fund Luncheon, Diversity & Inclusion breakfast, etc.). If the Invited Guest is a PTA member, the guest