**GENERAL PROCESS FOR NOMINATIONS AND ELECTIONS OF PTO OFFICERS**

* Open positions will be communicated via the PTO newsletter and by posting on the PTO page of the website.
* Elections will be held the second to last meeting of the school year (April.)
* Anyone interested in a PTO Board open position will be asked to submit and complete a statement of interest including a short bio describing the reason for the interest in the position and qualifications and skills they would contribute to the position. All statements of intent must be submitted prior to the April Executive Board meeting.
* The PTO Board will review the submissions and present a slate to the General Membership at the April meeting for review and approval.
* Voting during the meeting will be by voice if a slate is presented with no additional nominations. If more than one person is running for an office, a ballot vote will be taken.
* No person may seek more than one (1) elected office.
* It is recommended that persons submitting statements of interest thoroughly read the PTO bylaws as well as the description of the position desired. These are available on the PTO page of the website.