

# Robert E. Willis Elementary School

## Parent Teacher Organization (PTO) 2025-2026

### Executive Board of Officers Nominations & Elections



The PTO is a nonprofit group made up of parents, teachers, and staff dedicated to improving the educational experience of all students at Willis Elementary

School. The PTO works closely with school administration to strengthen connections between families and the school, serves as a source of support, and works with school staff and the community at large to enhance the quality of education by planning, organizing and executing fundraising events each school year.

#### Executive Board and the Election Process

Each year the PTO elects an Executive Board of Officers, which consists of a President, Vice President, Secretary, and Treasurer. The principal is also a member of the Executive Board. Officers hold office for one year and may not hold more than one office concurrently.

The Election Process begins with the Nominating Committee, which is chaired by the Assistant Principal, and consists of two or more additional members at large. The Nomination Committee is responsible for the necessary publicity to obtain nominations from the members at large. The Nomination Committee will obtain each candidate's consent before presentation as a nominee and will brief each nominee as to the duties of that office.

If a member of the Nomination Committee is nominated for an office and accepts, he/she must resign from the committee. At this time, the president will appoint a person to fill the vacancy. Nominations are open 30 days prior to the election meeting. The Nomination Committee will present the slate of officers to the membership at the election meeting before the casting of ballots, with nominations from the floor accepted at this time. The candidate receiving the most votes shall be deemed elected. In the case of a tie, the principal's vote will serve as the tiebreaker. Two volunteer tellers appointed by the President at the election meeting will count the ballots. If there are no accepted nominations for an office, the President, with the approval of the Executive Board, will appoint someone to that position.

To have your name placed on the ballot or to nominate someone, please fill out the nomination form below and bring it to the school office addressed to Mrs. Pham, or email Mrs. Pham at [nguyen-phamc@manateeschools.net](mailto:nguyen-phamc@manateeschools.net). All nominations must be received by 3:30 pm on Thursday, April 17, 2025. Voting is planned to take place at the PTO meeting on May 8, 2025, at 4:00 pm.

#### Willis Elementary School PTO 2025 – 2026 Executive Board of Officers' Nomination Form

Name:

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Phone#:

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Email Address:

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Circle the Board Position:    **President**    **Vice President**    **Secretary**    **Treasurer**

\*Please return this form to the school office addressed to Mrs. Pham, or via email by Thursday, April 17<sup>th</sup> at 3:30 pm. If you would like more information regarding any of the positions, please contact Mrs. Pham at [nguyen-phamc@manateeschools.net](mailto:nguyen-phamc@manateeschools.net).