**MEMORANDUM**

**TO:** [PTA NAME] PTA General Membership

**FROM:** [NOMINATING CHAIR NAME], Chair

 [PTA NAME] PTA Nominating Committee

**DATE:** [DATE]

**RE: PROPOSED SLATE OF SCCPTA OFFICERS FOR 2021-2022**

[PTA NAME] PTA’s annual elections will be held [DATE, TIME, and LOCATION]

The slate of officers as of [DATE] is as follows:

**Office Nominee for 2021-2022**

President [NOMINEE NAME]

1st Vice President [NOMINEE NAME]

2nd Vice President [NOMINEE NAME]

3rd Vice President [NOMINEE NAME]

Recording Secretary [NOMINEE NAME]

Corresponding Secretary [NOMINEE NAME]

Treasurer [NOMINEE NAME]

**Nominations from the floor may be made per the [PTA NAME] PTA bylaws.** Those wishing to nominate from the floor, either themselves or another PTA member, are asked to contact [NOMINATING CHAIR NAME] by e-mail at [EMAIL] at least [TIME PER STANDING RULES] prior.

Thank you for all you do in the name of PTA!

[PTA NAME] PTA Nominating Committee 2021

[NOMINATING CHAIR NAME], Chair

[COMMITTEE MEMBER NAME]

[COMMITTEE MEMBER NAME]