

## The Nominating Committee

**“The Purpose of the nominating committee is to recognize and seek qualified nominees for the elected leadership of your PTA.”**

### Things to know:

- 1) The nominating committee should be elected at an Association meeting at least 2 months prior to your annual election meeting.
- 2) Bylaws specify how many members and how many alternates are elected and who is eligible to serve. See Article V, Officers and Their Election.
- 3) No member can serve for two consecutive years.
- 4) It is *not* the responsibility of the nominating committee to appoint committee chairs. When a prospective candidate expresses interest in a committee position, advise them their name will be given to the president-elect for consideration. Please check with your parliamentarian for clarification.
- 5) When formed, the nominating committee elects its own chairperson.
- 6) The parliamentarian does not automatically serve on the nominating committee. He/she must be elected to serve on the committee.
- 7) The principal may serve on the committee, if elected. If not elected to the committee, the principal may serve in an advisory capacity.
- 8) Members of the nominating committee must be members of the PTA.
- 9) Deliberations of this committee are kept confidential.
- 10) The president never serves on the nominating committee.
- 11) The nominating committee continues to serve until the annual election meeting.

### At the first meeting:

- 1) The parliamentarian
  - provides instruction in nominating procedures
  - conducts the election of a chairman
  - provides a copy of the bylaws, standing rules and a membership list
  - Provides a number where he/she can be reached with questions
- 2) Meeting dates are set.
- 3) Requirements for nominees and duties of each elected officer should be reviewed.
- 4) Alternates should be advised of the meeting dates.

### Selecting Candidates:

- 1) Selection of nominees should be an orderly process. Consider sending out an email to all current board members requesting interest or recommendations for candidates in all of the positions.
- 2) Open and frank discussions must take place. **All discussions must be kept confidential.**
- 3) Every effort should be made to provide your PTA with a balanced slate in terms of new as well as experienced officers which are representative of the attendance area, and the diversity of the school population.
- 4) The committee **is not** obligated to nominate the officer that currently serves in a position who is eligible to serve a second term.

- 5) The committee **is not** obligated to automatically recommend the person serving as executive vice president to serve as president.
- 6) Members of the committee can be considered for an office. (If a committee member is being considered for an office, they should be excused from the meeting while that office is being considered).

The committee is obligated to seek out the best-qualified candidates for each elected office. Submitting more than one name for a position would be highly unusual. If the committee selects two names, each person should be notified of the name of the other nominee. Students who are willing and who have the time may serve as officers. Keep in mind that many banks may not allow students under the age of 18 as check signers.

#### **Nominee Requirements:**

- 1) Must be a PTA member.
- 2) Must support the basic policies and Purposes of the PTA.
- 3) Should have knowledge of the organization and its role in the school and community.
- 4) Should be willing to give PTA priority, including attending meetings.
- 5) Must be fair and objective.
- 6) Must understand the importance of teamwork.

#### **Responsibilities of the Chairman:**

- 1) Contact potential nominees or delegate this responsibility.
- 2) Inform committee members of the results of the contact.
- 3) Submit the names of the nominees to the membership 30 days prior to the election (this may be done at a meeting, through a flyer, Lyris email, or newsletter).
- 4) Reconvene the committee if a nominee withdraws their name for consideration.
- 5) Read the nominating committee report to the membership at the annual election meeting.
- 6) Advise the nominees to attend the election meeting and the installation of officers.
- 7) Give a written report of the nominees to the secretary, signed by the members of the committee.
- 8) The committee's duties end at the time of the election.

#### **Alternates:**

- 1) Do not attend meetings of the committee unless notified to fill a vacancy.
- 2) Once an alternate attends a meeting, the alternate becomes the permanent committee member thereby replacing the member that was unable to attend.

#### **Contacting the Nominees:**

- 1) Each nominee must be contacted to alert them of their recommendation to an elected position.
- 2) Consent should be obtained while the committee is in session.
- 3) Nominees should be given a clear indication of the responsibilities of the office and how much time will be involved.
- 4) ***Do not try and talk a reluctant individual into accepting a nomination.***

- 5) In the event that the committee cannot find a person for each office, it is better to leave the office vacant than to fill it with a reluctant candidate.
- 6) After the election, the board-elect may fill any vacant positions according to the unit bylaws.

**Important Tips:**

You should turn over your leadership every two years. Even if an officer is willing to serve more than a two-year term, it is in the best interests of your membership to facilitate a change in leadership. This is true for all elected positions, but even more so for the president and treasurer.

To be a PTA in good standing, you must have at least 15 members, a president, a treasurer and a secretary.

A position may be filled by only one person. There is no such thing as a “co-anything.”

A member can only serve in one elected position at a time.

If someone accepts a nomination after the report has been submitted, the chairperson will read a revised report, including the new nominee, at the election meeting.

Good luck! If you have any questions, please call Sue Woodworth-Bennett at 925 964-0491 or email [bennettela@aol.com](mailto:bennettela@aol.com)

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