

# NOMINATING COMMITTEE

## CHECKLIST

### **Committee elected at an association meeting**

- At least 60 days prior to the annual election in \_\_\_\_ (month)
- Number of committee members \_\_\_\_ and alternates \_\_\_\_
- Eligibility of committee members verified
- Membership verified
- Service on previous nominating committee checked

### **Committee meeting scheduled**

- Parliamentarian arranges date
- Principal included as advisor
- Alternates called if elected member not able to attend

### **Committee meeting**

- Instructions given by parliamentarian (stays only if an elected member)
- Committee chairman elected
- Review officer positions and duties (Bylaws and Standing Rules)
- Membership list available (with list from feeder school if appropriate)
- Slate prepared
- Calls to potential nominees (chairman or other committee member)

### **Close of meeting**

- Follow up meeting scheduled if needed
- Reminder to all that all discussions are confidential

### **After meeting**

- Notify chairman of responses of potential nominees
- Final slate prepared, including any unfilled positions
- Committee members sign slate

### **Membership notified of nominees at least 30 days prior to election.**

*For additional information refer to:  
California State PTA Toolkit,  
Association 1.5,  
Nominations and Elections*