

NOMINATING COMMITTEE

LEADERSHIP BEGINS WITH THE NOMINATING COMMITTEE

A PTA can be no more effective than its leadership. The Nominating Committee is a special committee and holds the key to a successful PTA. Its responsibility is to present the best qualified nominees for office.

Check your bylaws, Article VIII, Section 3, on how the Nominating Committee and alternates are elected.

CHOOSING THE COMMITTEE

BE SURE

- The association's bylaws specify how the Nominating Committee is selected.
- Those portions of the bylaws pertaining to the nomination and election of officers are read to the membership before election of the Nominating Committee.
- Alternates are elected (see bylaws) at the same time as committee members.
- The president does not serve as a member nor appoint the committee.

BE FAIR

- The committee should represent the social, geographic and ethnic makeup of the association.
- All members, with the exception of the president, should have an opportunity to nominate or to be nominated for the committee.

BE CAREFUL

- The committee is **never** to be chosen by the president. It is elected by the membership.
- The principal does not serve on the committee unless elected to do so.
- The future of your PTA is determined by the leadership qualities and people skills of the people selected by the Nominating Committee.

THE COMMITTEE MEETING

SELECTING A CHAIRMAN

- The committee should meet immediately following election to elect the chairman.
- A chairman is selected by the committee.
- Schedule a time and place for first meeting.

MEETING

- The meeting may legally be conducted if a majority of the committee is present.
- Allow sufficient time to study and discuss candidates.
- A confidentiality agreement is distributed and signed by all members of the Nominating Committee before any discussion takes place.
- All discussion by the Nominating Committee is **strictly confidential**, and no names should be revealed until they are released according to established procedures.
- Consider that more than one meeting may be required.
- Notify the alternate if a committee member cannot attend the meeting. When this committee meets with an alternate serving, he (the alternate) will be a member of the committee. In the

event that another committee meeting is called, that alternate member will continue to serve on the committee.

- A majority of the committee must agree on the nominees.

RESPONSIBILITIES

- Solicit suggestions for nominees from the membership.
- Select one nominee for each officer position and be prepared to state qualifications of nominees.
- Give careful consideration to qualifications of candidates. Check bylaws for duties of each officer. Contact prospective nominees while committee is meeting. Allow time for nominee to consider the position before asking for his decision. You don't have to ask the person currently serving in an office to repeat in that office. Do not allow a committee member who is being considered to be present during the discussion regarding his qualifications. He can be present for the discussion of other candidates for that office and he may vote. Make decisions of the committee by ballot and majority vote.

SELECTION OF CANDIDATES

Suggested Qualifications

- Knowledgeable about and adheres to the Vision, Mission, Purposes and basic policies of PTA,
- Be willing to attend continuing training for PTA,
- Experienced in PTA or other organizational work,
- Has a sense of justice and fairness,
- Exhibits enthusiasm for PTA, and
- Willing to make PTA a high priority in his schedule.

One nominee should be selected for each office. In the event the Nominating Committee cannot secure a nominee, nominations from the floor shall be called for at the election meeting.

REPORT OF THE COMMITTEE

1. Prepare a written report.
2. Have chairman and members who agree with report sign the report.
3. Only a member who does not sign the report can nominate from the floor.
4. Make report public according to bylaws.
5. The Chairman reads the report at the election meeting.
6. The Chairman hands the report to the president who will read the report and conduct the elections.
7. The Nominating Committee is dissolved once the report is read.
8. Pre-arranged for someone to "move" and to "second" to destroy ballot votes if election is by ballot.

_____ PTA
Nominating Committee
Confidentiality Agreement

I hereby acknowledge by my signature below that any information either presented or discussed during the meetings of the _____ PTA Nominating Committee will not be divulged by me outside the meetings or with any individual not a member of this committee.

Furthermore, I acknowledge that a violation of this agreement shall result in my removal from the committee.

Signature: _____ **Date:** _____

Example of a Nominating Committee's Report

The Nominating Committee submits the following nominees for the year _____:

President _____

Vice President _____

Secretary _____

Treasurer _____

Signed: _____

The report should be signed by all committee members who agree with the report.

Example of a Tellers' Committee Report

Number of votes cast _____

Necessary to elect _____

_____ received _____

_____ received _____

Illegal votes _____

(2 ballots folded together, 2 votes for _____ ineligible)

Signed: _____

TOP TEN TOOLS FOR NOMINATING COMMITTEE

1. List of nominating committee members and alternates
2. Confidentiality Agreement, to be signed by each committee member
3. Instructions for each Nominating Committee member regarding responsibilities and procedures. Instructions can be found in the Leader Orientation Training Participates Packet and the Texas PTA Handbook.
4. A chairman, a recorder, a meeting date, time & place
5. Local PTA Bylaws & Standing Rules
6. Up-to-date local Membership roster & Student Directory (if available)
7. Current year and previous year PTA Board Rosters
8. Cell phones
9. List of officer positions to fill along with job description for each officer position, as found in bylaws.
10. Nominating Committee Report with Slate of Officers & nominating committee members' signatures (a copy for the President & Secretary)

DO'S and DON'T'S

- **DO** be familiar with the requirements of the office before making calls. **DON'T** tell person you are recruiting that "the job doesn't do much"!
- **DO** make personal or phone contact (not email) with each potential nominee and review the responsibilities of that office and then to confirm that he/she is on the slate or not on the slate.
- **DON'T** assume anything
- **DO** be inclusive
- **DON'T** promise or fill other board positions, i.e. chairman, Historian
- **DO** make a conscious effort to select a slate of officers that includes parents of students in younger grades as well as the older grades
- **DO** encourage more experienced board members to step up to higher leadership roles
- **DO** try to fill the position of President first and make an effort to select a president and vice president who will work well together
- **DON'T** use email as a function of the nominating committee.
- **DO** try to match person's talents/passion with specific job- avoid asking best friend to take a position if unqualified
- **DO** be clear that office is a ONE-YEAR commitment – but *MAY serve 2 consecutive years in the same office, if elected*
- **DO** emphasize officer expectations, i.e. LOT, Officer's & Chairmen's Training, Summer Leadership Seminar, attend all board & regular meetings
- **DO** encourage nominees to attend Election meeting, if possible