

The Most Important Committee

The nominating committee is one of the most important PTA committees. This group of people must recognize and seek qualified nominees for the elected leadership of your PTA.

The committee members, therefore, have a tremendous influence on the future of your PTA and should be carefully selected.

It's not too early to begin looking for qualified people to serve on your PTA's nominating committee. Your members can certainly be recruiting willing candidates now. Sometimes all it takes is a suggestion for someone to consider serving. Then, when it's time for the election of the nominating committee, qualified people will be prepared to step forward.



The nominating committee is the only PTA committee that is not appointed by the president. This committee is elected by the membership at least two months prior to the election of officers.

Determining when to elect the committee and how many people to elect is outlined in your unit bylaws. Don't forget to elect alternates, in the event an elected committee member cannot attend a committee meeting. Most units should be electing the nominating committee no later than January or February for the election of officers in March or early April.

The committee needs a balance of newer and more experienced PTA members, all of whom should be knowledgeable about PTA and who are:

- Aware of qualified potential nominees;
- Familiar with the eligibility requirements and the qualifications necessary for the offices to be filled;
- Willing and able to devote adequate time to the responsibilities involved and maintain confidentiality.

Don't overlook student and teacher members.

The election of the nominating committee should not be a popularity contest based on willingness to serve nor should it consist of the PTA executive board. The PTA president never serves on the committee, and the parliamentarian serves only when elected to serve. The principal may be elected, but should at least be an advisor to the group. No person may serve on the committee for two consecutive years. Be sure to elect your nominating committee wisely!

DOs and DON'Ts For Nominating Committees

- DO** Study carefully the qualifications of members before presenting the name as a nominee.
- DON'T** Submit a member's name as a nominee because she or he is a friend of yours.
- DO** Check the membership list to be sure nominee is a member of the organization.
- DON'T** Nominate a person with the thought that it's a good way to get him or her to join the PTA.
- DO** Remember that committee DISCUSSION is left in the meeting room.
- DON'T** Repeat what was said in the committee meeting to anyone.
- DO** See that the report of the nominating committee is publicized through the proper channels.
- DON'T** Report the results of the nominating committee until it has been officially announced.
- DO** Accept an office yourself if you are sincerely interested in the purpose of the organization.
- DON'T** Accept the office if you are only interested in having your name in the yearbook.