

Electing the Nominating Committee

The *Bylaws for Local PTA/PTSA Units* state that the nominating committee is elected by the membership at an association meeting at least two months prior to the annual election meeting. The bylaws also specify how many members and alternates are elected and who is eligible to serve on the committee. No member shall serve on the nominating committee for two consecutive years.

Consider including at least one student to serve as a member of the nominating committee if there are student members in the PTA/PTSA. When considering a person for any office, assure the person understands all of the duties of the position. The unit bylaws, standing rules and procedure books should be consulted for further information. It is the responsibility of the nominating committee chairman to fully explain the duties of a position to a prospective nominee.

Qualities of Nominating Committee Members

Nominating committee members should be:

- Elected on merit and ability.
- Willing to devote adequate time to the responsibilities involved.
- Knowledgeable regarding the eligibility requirements and the qualifications necessary for the offices to be filled as well as the responsibility of each office.
- Aware of the qualifications and abilities of potential nominees.
- Able to give objective consideration to nominees.
- Able to use sound judgment and skill in evaluating nominees.
- Tactful, discreet with integrity.
- Able to keep all deliberations confidential.

Responsibilities of the Committee

The *Bylaws for Local PTA/PTSA Units* indicate which officers are elected at the annual election meeting of the PTA. It is not the responsibility of the nominating committee to appoint chairmen for the upcoming term. The president appoints committee chairmen, subject to ratification by the executive board (board-elect).

The nominating committee elects its own chairman. The chairman and the committee should review requirements for nominees and duties of each elected officer as outlined in the *Bylaws for Local PTA/PTSA Units*, Article VI, Sections 1-9. A membership list from the association should be provided to the committee. Only those persons who are eligible and who have given their consent to serve, if elected, shall be nominated for office.

The chairman should ensure that nominating committee meetings are scheduled to provide sufficient time to identify and consider all recommendations and suggestions. Alternates should be advised of these dates and be reminded that, should an elected member be unable to serve at the initial meeting, an alternate will be asked to replace that member.

Selection of nominees for office should be an orderly procedure. Open and frank discussion must be held among members of the committee. Discussions are strictly confidential, and no information should leave the committee meeting, even after the officers have been elected.

Every effort should be made to provide the PTA with a slate of officers that is balanced in terms of new as well as experienced officers, represents the school attendance area, and reflects the diversity of the school population.

The committee is not obligated to nominate the president or any current officer eligible to serve a second term or to nominate automatically the executive/first vice president for president. Each nominee must be evaluated independently and by the same criteria as all other nominees. The committee is obligated to seek out those eligible members who would best serve in a particular office.

Members of the committee are not excluded from becoming nominees for elected office. During nominating committee meetings, if a committee member is being considered, the member should be excused from the meeting during the discussion regarding that office but may return for the vote which shall be by ballot.

The nominating committee continues to serve until the annual election meeting.

Responsibilities of Chairman

Contact potential nominees, unless this responsibility is delegated to another committee member. Inform committee members of the results of the contacts ().

Submit the names of nominees to the membership 28 days prior to the election. This may be done at an association meeting or through a flier or newsletter.

Reconvene the committee in the event a nominee withdraws before the election is held.

Read the nominating committee report to the membership at the annual election meeting.

Advise the nominees to attend the election meeting and the installation of officers.

Give a written report of the nominees to the recording secretary, signed by the members of the nominating committee.

Be discharged of committee responsibilities at the time of the election.

Alternates to the Nominating Committee

Alternates, also elected by the membership, do not attend nominating committee meetings unless notified to fill a vacancy on the committee, but should be advised of the date and time of the first meeting.

If an elected member of the committee cannot attend the first meeting, the first alternate is asked to replace that person and the alternate then serves as a permanent member of the committee.

Any elected members who cannot attend the first meeting must immediately notify the parliamentarian and/or the chairman of the nominating committee to ensure that the first alternate is contacted to replace the committee member for that and all future nominating committee meetings.

The Role of the Parliamentarian

At the meeting to elect the nominating committee, the parliamentarian reads aloud Article V, Section 3, of the *Bylaws for Local PTA/PTSA Units*.

The parliamentarian may be elected to the nominating committee. The president never serves on the nominating committee.

The parliamentarian sets the date for the first nominating committee meeting immediately following its election.

At the first nominating committee meeting the parliamentarian

- Provides instruction in nominating procedures;
- Conducts the election of a chairman;
- Explains the chairman's responsibilities;
- Provides a copy of the bylaws, the standing rules, and a membership list for the committee's use; and
- Provides a telephone number where he/she can be reached to answer questions on procedure.

The parliamentarian attends meetings of the nominating committee only if elected to serve as a member of the committee.

The parliamentarian shall notify the first alternate if an elected member of the nominating committee cannot attend the first nominating committee meeting.

The Role of the Principal

The principal of the school, if not an elected member of the nominating committee, may serve in an advisory capacity.