

The PTA Nominating Committee

Article V in Your PTA Bylaws

Selecting the Nominating Committee

The Nominating Committee is the only PTA committee not appointed by the president; it is elected by the membership at least two months prior to your election meeting. However, it is never too early to “sound out” people to see if they would be interested and willing to serve on the Nominating Committee. Sometimes all it takes is a suggestion for someone to consider serving on the committee (or running for elected office).

Ideally the Nominating Committee members will be people who have been around your school for awhile and know quite a few people who could be potential nominees for elected office. They should be knowledgeable about PTA and familiar with the positions being filled. Consider parents from different grade levels, newer parents, experienced parents, teachers, principal, and even students when electing your Nominating Committee. However, remember that **no person may serve on the Nominating Committee for two consecutive years**. Check the Nominating Committee Report from last year’s minutes to see who is ineligible to serve this year. The principal may be elected, but should at least be an advisor to the committee. **The PTA president never serves on the committee.**

Immediately following the election of the Nominating Committee, the parliamentarian gathers everyone together (including alternates) to set the date/time/place of the first meeting. Alternates will be called to serve on the committee if one of the elected members has to step down.

The Role of the Nominating Committee

The committee’s responsibility is to nominate the best qualified nominee for each elected office. The committee **does not fill chairmanships** or appointed offices. These positions shall be appointed by the president-elect. Read Section 2.2 of the [California State PTA Toolkit](#) for complete instructions on how to conduct the business of the Nominating Committee. (online at www.capta.org/sections/management/nominations.cfm)

Start by brainstorming possible candidates. Use your personal address book, the PTA membership roster, PTA volunteer list, and a PTA Interest Form to create a list of potential nominees. Each nominee must be a member of PTA (not necessarily at your school) and should have an understanding of PTA policies and activities.

Plan how you will contact potential nominees to avoid confusion and embarrassment. Discussions are strictly confidential and no information should leave the committee meeting, even after the officers have been elected.

Consent of each nominee must be obtained before his/her name is presented to the association. Be sure the nominee understands the duties of the office and agrees to execute assignments if elected. Provide a job description.

The slate of nominees is announced to the association 30 days prior to the election. This may be done at an association meeting, or through a flyer, newsletter, website, or listserv.



If a nominee withdraws before the election, the committee must meet as soon as possible to agree upon another nominee. In the event that no qualified candidate can be found for a particular office, it is better to leave the position vacant. After the election, the board-elect may fill any vacant position, including president.

At the election meeting, the nominating committee chair reads the report, consisting of a written list of nominees for office, and hands it to the president. The report must be signed by all members of the committee and entered into the minutes of the association. The committee’s work is complete after its report is presented at the annual election meeting.

Parliamentarian: Get the Nominating Committee Started

The Nominating Committee is formed at least two months in advance of the election meeting. Your bylaws will tell you how many members and alternates to **elect** to the Nominating Committee (Article V, Section 3 c). At the meeting to elect the nominating committee, the parliamentarian reads aloud Article V, Section 3, of the Bylaws.

The Parliamentarian calls the first meeting of the Nominating Committee

- Reads aloud **Article V, Section 2 of the Bylaws** indicating which officers are elected at the annual election meeting.
- Provides instruction in nominating procedures and responsibilities of the committee.
- Conducts the Nominating Committee's election of its chairman.
- Notifies the alternates if an elected member cannot attend the first nominating committee meeting. This ensures the committee will have its full membership.
- Remains in the Nominating Committee meeting only if elected to serve as a member.

Tools for the Nominating Committee

- ✓ **Section 2.2 of the California State PTA Toolkit** (pages pertaining to the responsibilities of the nominating committee).
- ✓ PTA Unit Bylaws & Standing Rules.
- ✓ PTA membership list and volunteer list.
- ✓ PTA contacts at the feeder schools (useful for middle and high school PTA/PTSAs)
- ✓ PTA Interest Form.
- ✓ Job Descriptions for elected positions. (See below).

Posting the Slate of Nominees 30 Days in Advance of the Election Meeting

- ✓ Association meeting minutes
- ✓ PTA newsletter
- ✓ PTA and/or school listserv
- ✓ Campus bulletin board
- ✓ PTA and/or school website

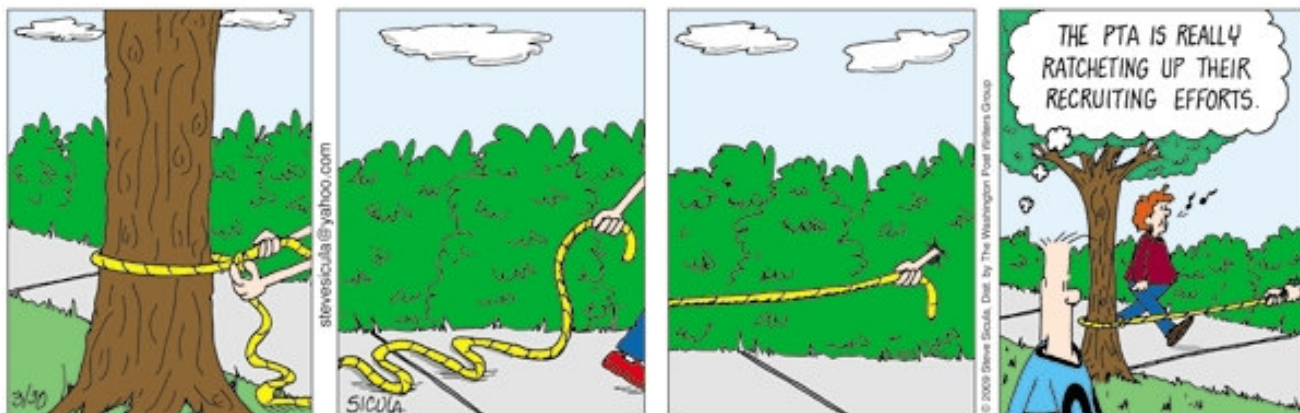
Sources for Officer Job Descriptions

- PTA Bylaws: Article VI – Duties of Officers
- CAPTA Toolkit: <http://www.capta.org/sections/management/job-descriptions.cfm>
- Fourth District PTA: www.fourthdistrictpta.org – Under “Management” – “Job Duties”
- CUCPTSA: www.cucptsa.org – “PTA Officer Job Descriptions”

For Detailed Information on Nominations and Elections

- Fourth District PTA: www.fourthdistrictpta.org/elections.html
- CA PTA: www.capta.org/sections/management/nominations.cfm
- California State PTA Toolkit, Section 2.2: www.fourthdistrictpta.org/forms/Nominations_Election.pdf

Home and Away by Steve Sicula



NOMINATING COMMITTEE CHECKLIST

- Elect nominating committee at association meeting**
 - Must be at least 60 days prior to annual election meeting
 - Check number of members and alternates as listed in bylaws
 - Verify eligibility of committee member nominees
 - Verify PTA membership
 - Check service on previous nominating committee

- Schedule committee meeting**
 - Parliamentarian arranges date
 - Principal included as advisor, if not elected
 - Alternate(s) called if elected member unable to attend first meeting

- Committee meets**
 - Parliamentarian gives instructions (stays only if an elected member)
 - Elect committee chairman
 - Review officer positions and duties (Bylaws and Standing Rules)
 - Prepare slate
 - Each nominee must be a PTA member (membership list)
 - Each nominee must be enthusiastic and supportive of PTA
 - Each nominee should have knowledge of the organization and its role in the school and in the community
 - Each nominee should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings
 - Each nominee should be able to work well with people
 - Call potential nominees
 - Include clear indication of responsibilities of the position
 - Include any expected representation at council or district meetings
 - Do not try to persuade a reluctant individual
 - Do not try to “fill the board” = just to have names in place
 - Schedule follow-up meeting if needed
 - Remind everyone that all discussions are confidential
 - Committee members sign slate

- Membership notified of nominees in writing at least 30 days prior to election meeting**



REPORT OF THE NOMINATING COMMITTEE

Name of PTA: _____

Date: _____

The nominating committee met on _____ to consider all eligible candidates for the _____ term of office. On behalf of the nominating committee, I present the following slate of officers for the association's consideration:

| <i>Position</i> | <i>Name</i> |
|-----------------|-------------|
| _____ | _____ |
| _____ | _____ |
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Signatures of Nominating Committee:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

The report of the nominating committee is submitted to the membership in writing at least 30 days prior to the election and reported at the election meeting. The report of the nominating committee must be entered into the minutes of the association.

Main motion: "I move we have a parenting program at the park."

Inserting: "I move we have a parenting program in October at the park."

Striking: "I move we have a parenting program in October." (striking "at the park.")

Striking and inserting: "I move that we have a parenting program in November on the school grounds." (striking "October" and inserting "November on the school grounds.")

Substituting: "I move we have an ice cream social."

2.1.9 The Agenda

The president is responsible for conducting meetings effectively. A delicate balance is often required to follow the agenda and remain sensitive to members' needs (Sample Agenda and Meeting Planner Fig. 2-1).

"Model" agendas are available as resources, but the agenda is determined by the president. Be creative and plan it to achieve an orderly process for conducting the meeting.

The president should consult with officers and committee chairmen before the agenda is prepared to determine which reports need to be made (Association Meetings 2.1). The (corresponding) secretary distributes the agenda in writing to the membership in accordance with the bylaws, a minimum of ten (10) days prior to the meeting. Written notice must include the date, time, location, and proposed business to be considered at the meeting. Written notice for proposed bylaw amendments and election of officers must be given at least thirty (30) days in advance.

A PTA meeting should be managed in a manner that allows the business of the organization to be completed in a speedy and effective way.

agenda: written outline specifying the order of items to be addressed in a meeting.

2.1.10 Evaluation

To make future meetings successful, it is helpful to evaluate each meeting. Following the meeting, either verbally or in writing, the president should ask the board, or those attending questions such as:

Did this program help meet the needs of the school community? How?

Was the information presented in an interesting manner, and will it prove useful to the members? In what way?

Did it help parents to understand the problem and related concerns?

Was there some follow-up action to take? (Evaluation Form, Chapter 9).

2.2 Nominations and Elections

The purpose of the nominating committee is to recognize and seek qualified nominees for the elected leadership of the PTA. The members of the committee, therefore, have a tremendous influence on the future of the PTA and should be selected carefully.

Serving on a nominating committee is an honor and a privilege. This committee is the PTA's most influential internal body, and because it deals with sensitive issues, deliberations of this committee are kept confidential.

Nominating committee members should have a broad acquaintance with the membership and an understanding of the organization's functions and its purposes. The committee should include both experienced leadership as well as newer members.

2.2.1 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.

2.2.1a 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.

2.2.1b 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.

2.2.1c RESPONSIBILITIES OF CHAIRMAN

Contact potential nominees, unless this responsibility is delegated to another committee member. Inform committee members of the results of the contacts (Contacting Nominees 2.2.3).

Submit the names of nominees to the membership 30 days prior to the election. This may be done at an association meeting or through a flyer 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.

2.2.1d 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.

2.2.1e 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.

2.2.1f 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.

2.2.1g SUGGESTIONS FOR YEAR-ROUND SCHOOLS

Include representatives from all tracks on the nominating committee.

Encourage the nominating committee to present a slate of officers representing all tracks.

Request that the president and first vice president be from different tracks.

2.2.2 Selecting Nominees

The responsibility of the nominating committee is to select the best-qualified available person for each office. Submitting more than one nominee for an office is not advisable. If the committee should select two names for the same office, each nominee for that particular office must be advised and informed of the name of the other nominee.

Students who are willing and have the time may serve as officers in the PTA/PTSA. According to California's Corporations Code and civil law, a student may serve in any PTA/PTSA office. All officers, adults and students alike, must perform duties of the office as outlined in the bylaws.

2.2.2a NOMINEE REQUIREMENTS

Nominee:

- Must be a PTA member;
- Must support the Purposes and basic policies of the PTA and recognize that PTA is an effective organization working for all children and youth;
- Should have effectively carried out previous PTA and/or other organizational responsibilities;
- Should have knowledge of the organization and its role in the school and community;
- Should be willing to give PTA priority and commitment including attendance at meetings;
- Must be fair and objective and concerned for the well-being and best interests of the PTA; and
- Must understand the importance of effective teamwork.

No member shall be eligible for the same office for more than two consecutive one-year terms or hold more than one elected or appointed office.

2.2.3 Contacting Nominees

It is the nominating committee chairman's responsibility to contact each nominee, but any committee member may be asked to make the contact and report to the chairman. It is not advisable to talk a reluctant individual into accepting a nomination.

Consent of each nominee should be obtained, while the committee is in session, in order to place the name in nomination. If consent cannot be obtained during the meeting, the chairman will inform the committee members of the results of contacts made outside of the committee meetings.

Nominees should be given a clear indication of the responsibilities of the office and how much time may be involved. If requested, a printed job description can be provided (Recommended Officers 2.3.10). Individuals considering accepting nomination to an elected office should be advised that responsibilities of the office may include attendance at leadership training meetings, workshops, and/or the California State PTA annual convention.

In the event that no qualified candidate can be found for a particular office, it is better to leave the office vacant than to fill it with a person not able to do the job. After the election, the board-elect may fill any vacant positions according to the unit bylaws.

2.2.4 The Election

1. Thirty (30) days' advance written notice of the election meeting must be provided to the membership (Association Meetings 2.1).
2. The president presides at the election meeting.
3. The privilege of voting shall be limited to members of the association who are present, whose dues are paid, and who have been members of the association for at least thirty (30) days.
4. Election of officers is held at the annual meeting and will come under "new business" on the agenda. The president calls upon the parliamentarian to read the sections of the bylaws pertaining to nominations and elections. (Article V, Sections 1, 2, 3a, 3b, 3c, 3d, 3g, 4, 5, 6, 7, and 11)
5. After the parliamentarian has finished, the president calls upon the chairman of the nominating committee to read the report of the committee. If a nominee has withdrawn prior to the election and another nominee has been selected, the chairman will read a revised report to inform the membership of the new nominee.
6. The president restates the slate of nominees and asks each one to stand. The president conducts the election of officers even if (he/she is) nominated for an office. The president thanks the nominating committee for its report and states:

“According to our bylaws, nominations from the floor are now in order.”

The privilege of nominating from the floor is extended to members of the association who are present, whose dues are paid, and who have been members of the association for at least 30 days. A qualified member may nominate his or her self.

Nominations do not require a second, only the nominee’s consent.

The president can:

- a. Ask for additional nominations for all positions in the order in which they are listed in the *Bylaws for Local PTA/PTSA Units*, Article V, Section 2, before closing nominations for all elected offices and then proceed with the election; or
- b. Ask for additional nominations for each position, one at a time, in the order in which they are listed in the *Bylaws for Local PTA/PTSA Units*, Article V, Section 2, and then proceed to elect the officer after nominations are closed on each position.

The president says,

“_____ has been nominated for president, are there further nominations for president?” (Pause.)
 “_____ has been nominated for vice president, are there further nominations for vice president?” (Pause.) This procedure is used for each office.

The president then says,

“Are there further nominations for any of these offices?” (Pause.) “Hearing none, I declare the nominations closed. The bylaws state that where there is but one nominee for an office, the ballot may be dispensed with, and the election held by voice. Is there any objection to this procedure?” (Pause.) “Hearing none, the following are presented for election: _____ for president, _____ for vice president, etc.” After all offices have been presented say the following: “All those in favor say ‘aye,’ those opposed say ‘no.’”

The president says,

“The ayes have it, and you have elected the following officers.” (The president restates names and offices.)

Officers are elected by a majority vote of those present and eligible to vote, providing the **quorum** as stated in the bylaws has been met.

2.2.4a VOICE VOTE

If there is but one nominee for any office, the ballot vote for that office may be dispensed with, and the election held by voice vote, as described above.

A member who wishes to vote by ballot for any office may move that the vote be taken by ballot. The motion to vote by ballot must be recognized and voted upon immediately without debate. A majority vote is required for adoption.

2.2.4b TWO OR MORE NOMINEES FOR OFFICE

When there are two or more nominees for an office, the election shall be held by ballot, as stated in the bylaws. The secretary should have ballot slips available. Even if the nominating committee presents only one name for each office, there is the possibility that nominations will be presented from the floor.

2.2.4c BALLOT VOTE

1. When there are two or more nominees for an office, the election is held by ballot. To verify eligibility to vote, the membership list must be checked before ballots are distributed. The secretary has the official membership list. If a membership list is not available, all present will be allowed to vote. If it is known prior to the election meeting that there will be two or more nominees for any office, ballots may be distributed at a registration table as members arrive for the meeting and present their membership cards.
2. The president appoints a tellers committee, including a chairman and at least two (2) tellers, whose duties are to distribute, collect, and count the ballots. Ballots may also be collected in a ballot box.
3. The president requests all members eligible to vote to rise and be counted. This count will determine the number of ballots to be tallied.
4. A nominee for an office cannot be involved in the election procedure as a teller who collects ballots and counts votes.
5. Blank ballots are not counted.
6. Illegal ballots are counted to determine the number of votes cast, but are not applied as a vote for or against any nominee. Ballots are considered illegal if:
 - They are unintelligible;
 - They contain the name of a nominee who is not a member; or
 - Two or more filled out ballots are folded together. These are recorded as one illegal vote.
7. In a contested election, each nominee may designate a person as an observer at the time the ballots are counted.
8. If another vote is necessary, the voting members must be recounted to establish the number of ballots to be tallied. If a member eligible to vote was not present when the original ballot was cast but arrives in time for another vote, the member is entitled to vote.
9. The results of the voting are reported by the chairman of the tellers, in writing to the president, as follows:

Number of members eligible to vote _____
Number of votes cast _____
Number needed to elect _____
 (Nominee) _____ Received _____
 (Nominee) _____ Received _____

10. This procedure is repeated for each contested office. The president announces who has been elected to office. Unless requested, the president does not have to announce the number of votes cast for each nominee, but the complete Tellers' Report must be recorded in the minutes. Following the announcement of the vote, the chairman of the tellers moves that the ballots be destroyed.
11. It is permissible to use these two procedures in one election by using voice vote for uncontested offices and a ballot for those that have two or more nominees.
12. A challenge to the election procedure or outcome must be made during the election meeting. For additional information, see *Robert's Rules of Order Newly Revised* – Point of Order section.

2.2.4d VOTING RIGHTS OF OFFICERS

All PTA officers, including the parliamentarian, have the same voting privileges as other members. The president's impartiality is protected by voting only when the vote is by ballot.

2.2.4e PREVIOUS NOMINATING COMMITTEE MEMBERS

Make a list of nominating committee members and the year(s) in which they served. This will serve as a written reference for the PTA. The names of the nominating committee members must be placed in the PTA minutes as the official record.

2.2.5 Questions and Answers

- Q. *Can the nominating committee fill one position with two people who are willing to share the duties of the office?*
- A. No. A position may be filled by only one person. If unusual circumstances exist that require more than one person to handle the duties of a particular position, then an assistant or deputy position may be created.
- Caution:* If the assistant or deputy position is included by amending the bylaws, that position will then be required on all future boards. Alternatively, an assistant or deputy position with a clear description of the job duties may be added to the standing rules to allow for the position without requiring it on all future boards.
- Q. *Can one person be nominated for more than one office?*
- A. Yes. However, a member can serve in only one capacity at a time. In such a case, if the person elected to two or more offices is present, he/she can choose which office he/she will accept. If he/she is absent, the assembly should decide by vote the office to be assigned, and then elect others to fill the other office(s).
- Q. *Can a vacant position on the proposed nominating committee report be filled after the report has been submitted and posted?*

A. Yes. If a nominee withdraws before the election, the committee must reconvene as soon as possible to agree upon another nominee. If an office is vacant after the election because an officer-elect resigns or because no one was elected to fill the office, it shall be considered a vacant office to be filled by the board-elect according to the bylaws.

Q. *How does the nominating committee handle the acceptance of the nomination for a position after the report has been submitted?*

A. If someone accepts a nomination after the report has been submitted (at least 30 days prior to the election meeting), the nominating committee chairman will read a revised report that includes the new nominee for office to the executive board and to the membership at the annual (election) meeting.

Q. *Can an association member be nominated to serve a third consecutive one-year term for any office?*

A. No. An individual who has already served two consecutive one-year terms in any elected or appointed association office is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. The individual may serve in a different officer position. (See *Bylaws for Local PTA/PTA Units*, Article V, Section 8.) An individual serving as an officer of a council or district for one two-year term is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. At least one full term must elapse before an officer who has served the maximum number of terms is eligible for nomination and election or appointment to the same office.

2.3 Guide to Executive Leadership

In order to remain in "good standing," an association must be composed of not less than fifteen (15) members, of whom at least three (3) must serve in the offices of president, secretary, and treasurer (Recommended Officers 2.3.10).

True leadership isn't about leading followers; it's really about building new leaders.

Responsibilities of a leader:

- * Listen
- * Participate
- * Allow others to participate
- * Be enthusiastic
- * Develop a team spirit
- * Be positive
- * Be a problem solver
- * Treat all people fairly
- * Reward efforts

"With strong leadership, PTA will have the competent, committed people necessary to be effective advocates for children and youth."