

WHERE LEADERSHIP BEGINS



Nominating Committees

NOMINATING COMMITTEES

Given the information provided during this workshop, participants will learn the basic facts about Nominating Committees and will be able to facilitate the creation of the Nominating Committee for their PTA.

SELECTION OF MEMBERS

- Your bylaws prescribe the method of selection.
- Most common methods of selection include; election by the PTA membership or election by the Board of Managers.

NUMBER OF MEMBERS

- The number of members of the committee is determined by provision contained in the bylaws.
- An odd number (3 or 5) is recommended to avoid the possibility of a tie vote on the selection of a prospective nominee.
- A majority vote of the committee becomes the decision of the committee.

QUALIFICATIONS FOR MEMBERS

- Only those who are members in good standing should be selected to serve.
- No one serves on the committee by virtue of his position in the school or PTA.
- The candidates of the Nominating Committee should include members who represent the social and ethnic makeup of the school and parent community.
- Members should have an understanding of the Nominating Committee procedure in PTA.

SELECTING A CHAIRMAN

- The committee should meet right after the PTA meeting in which the members were elected.
- The committee elects, by majority vote, one of its members to serve as chairman.
- The first committee meeting should then be scheduled.
- Committee meetings are open only to committee members or alternates.

SECURING NAMES OF CANDIDATES

- All members of the PTA should be invited, and urged, well in advance of the first committee meeting to share their ideas on prospective nominees with the committee.
- Any PTA member may make suggestions to the committee.
- Regardless of the number of suggestions received the committee's major responsibility is to secure the most qualified person for each office whether that person was recommended or not.

GUIDELINES

Tools necessary for the committee meeting:

- Bylaws
- Standing Rules
- Job descriptions
- Membership list (including phone numbers)
- Interview questionnaire
- Phone access to contact each person is recommended

IMPORTANT THINGS TO REMEMBER

- All committee members should be present at the meeting.
- Allow for sufficient time to study and discuss candidates.
- Matters discussed by the Nominating Committee are strictly confidential, and no names should be revealed until they are released according to established procedures.
- Notify the alternate if a committee member cannot attend the meeting.
- When this committee meets with an alternate serving, the alternate will be a member of the committee until the conclusion of that meeting. In the event that another committee meeting is called, that alternate member will continue to serve in the committee.

RESPONSIBILITIES OF THE COMMITTEE

- Solicit suggestions for nominees from the membership.
- Identify characteristics and skill sets needed in the leadership of the local PTA.
- Check bylaws for duties of each office.
- Screen, evaluate and nominate candidates for officers.
- Give careful consideration to qualifications of each nominee.
- Verify that the nominee is a member of your PTA.
- Select only one candidate for each office to be filled.

DUTIES OF THE COMMITTEE

- Contact prospective nominees while committee is meeting. Fully outline the duties of office when contacting potential nominees and give them a clear understanding of responsibilities and time commitment of that office.
- Allow time for nominee to consider the position before asking for a decision. You do not have to ask the person currently serving in an office to serve another term.
- If a member of the Nominating Committee is being considered for an office, he/she must leave the room during the discussion and return when the vote is taken.
- All votes taken by the Nominating Committee must be by ballot and require a majority vote to pass/carry.

WHEN TO CALL A CANDIDATE

- A prospective candidate should be contacted only after the committee has given their approval.
- The designated committee member should ask the prospective candidate if the committee may place his name in nomination.
- You must secure the candidates consent to serve BEFORE placing their name in nomination.

DISCUSSION WITH A PROSPECTIVE CANDIDATE

- The potential candidate should be informed about the duties, obligations and responsibilities of the office, and be approached in such a way that he will regard being asked an honor.
- He should be given time to consider and should agree to serve if elected.
- He should be asked not to divulge the information that he has been contacted.

AGREEING ON A CANDIDATE

- Selection of a candidate should be by a majority vote.
- Each committee member should be urged to express his views before a vote is taken.
- No deliberations of the committee should be discussed outside the committee meeting.
- When agreement is reached the prospective candidates should be contacted by telephone if this can be done, preferably while the committee is together.

SELECTION OF COMMITTEE MEMBERS AS NOMINEES

- The question is frequently asked about the propriety of having members of the Nominating Committee named by that committee for office. Robert's Rules of Order, Newly Revised, states:

"Members of the Nominating Committee are not barred from becoming nominees for office. To make such a requirement would mean, first, that service on the Nominating Committee carried a penalty by depriving its members of one of their privileges, and second, that appointment to the Nominating Committee could be used to prevent a member from becoming a nominee."

REPORT OF THE COMMITTEE

- The committee report is signed by all members who agree with it.
- The report of the Nominating Committee is made at a meeting as stipulated in your PTA bylaws.
- Nominations from the floor are in order as provided for in the bylaws.
- If the Nominating Committee is unable to fill a position, it reports this fact and then nominations from the floor take effect.

WITHDRAWAL OF A NOMINEE

- If a nominee withdraws before the election is held, the committee is revived unless the bylaws or standing rules provide otherwise.

COMPLETION OF OBLIGATIONS

- The committee's work is completed when its report has been presented to the association's membership and the election has been held.



CONGRATULATIONS

You are well on your way to begin charting your PTA's course for the future beginning with a tremendous Nominating Committee.