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Nominating Committee Procedures

“Where Leadership Begins”

TASK OF A NOMINATING COMMITTEE

It is the task of the Nominating Committee to recognize and recruit candidates for the elected leadership of your PTA unit.

- ❖ The committee members are ELECTED not selected, and should have PTA knowledge and know the members within the PTA.
- ❖ Any member, with the exception of the president, who has paid current membership dues in your PTA, is eligible to serve. It is not advisable for the president-elect to serve on the Nominating Committee.
- ❖ Serving as a member of the Nominating Committee does not prevent a person from being chosen as a nominee. (Current Edition of *Roberts Rules of Order, Newly Revised*).
- ❖ The president **IS NOT** an ex-officio member of the Nominating Committee.
- ❖ No member should be elected to serve on the Nominating Committee for two consecutive years. Refer to your bylaws and/or standing rules for specifics.

IMPORTANCE OF THE NOMINATING COMMITTEE

The Nominating Committee is an integral part of the structure of any PTA. The impact that this committee has on the current and future leadership must not be minimized. In determining a slate of nominees, the committee is obligated to seek out all people who best serve the PTA unit in a particular office. The care, deliberation and judgment exercised by this committee **has tremendous influence** on the future of your PTA.

WHAT YOUR BYLAWS/STANDING RULES TELL YOU!

- ❖ How your Nominating Committee is to be elected (by general membership or executive board).
- ❖ When the Nominating Committee is to be elected.
- ❖ How many members should serve (the president is never a member).
- ❖ The responsibility of the principal – whether as elected member or as advisor.
- ❖ The role of the parliamentarian.
- ❖ Which offices are to be filled.
- ❖ The eligibility requirements for office – how long one must be a member.
- ❖ How long an officer may serve in the same office, etc.
- ❖ The duties of each officer.
- ❖ The date that officers will assume their duties.
- ❖ When and to whom the committee is to report.

PARLIAMENTARIAN RESPONSIBILITIES

(If your local unit does not have a parliamentarian, the secretary can fulfill these responsibilities).

The parliamentarian meets with the Nominating Committee members immediately following the meeting at which they are elected to set the time and dates all members of the committee can meet.

At the first meeting, the parliamentarian gives instructions in procedure and chairs the election of the chairman.

- ❖ Instructs the chairman of the chair's responsibility.
- ❖ Prepares a list to be left with the committee of offices to be filled and eligibility of member to serve in a given office.
- ❖ Leaves a copy of the bylaws for use by the committee.
- ❖ The parliamentarian provides the number at which he can be reached for assistance and leaves the meeting.
- ❖ If all members of the committee are present, the parliamentarian contacts the alternates to inform them they will not be needed.

INITIAL MEETING OF NOMINATING COMMITTEE

The first order of business should be to select a chairman and a recorder, in accordance with your bylaws/standing rules. The recorder maintains a record of the process taken so as to avoid duplication of effort or the unintentional oversight of a procedure. This record will be destroyed upon the submission and acceptance of the report of the Nominating Committee to the membership. As a whole, the committee will decide when meetings will take place.

The chairman should lead the committee in a discussion of the importance of the committee's assigned task and highlight the following:

- ❖ Committee meetings are open only to committee members.
- ❖ Discussions should be frank and open.
- ❖ ALL discussions are confidential and left within the confines of the meeting, including the reasons for accepting or rejecting a potential nominee.
- ❖ The committee should not meet to consider any potential nominee unless all members of the committee have been notified of the meeting.

SELECTING NOMINEES

The committee's major role and responsibility is to nominate the best qualified candidate(s) for each office. The committee should ask for recommendations from PTA board members and from the PTA membership. Regardless of the number of times a name is recommended, that individual must be evaluated equally and by the same criteria as all other possible nominees. The committee is not required to select nominees only from recommendations it receives. The committee is obligated to seek out all people who would best serve the PTA unit/council or state organization in a particular office.

A presidential or president-elect nominee should not be asked whom he/she would like for running mates. This decision rests with the Nominating Committee. Nominees for vice presidents, secretary or treasurer should be selected with the same care as a presidential nominee.

1. Inform the membership that elections for PTA board positions are forthcoming. Announce each position and its job description in printed form and ensure that this is available to each member. All nominations should be submitted in writing to ensure the intent of those seeking nomination.
2. All nominations should be submitted in writing to ensure the intent of those seeking nomination.
3. The Nominating Committee should make selections in accordance with state and local unit bylaws.

NOTE: Current Edition of *Robert's Rules of Order, Newly Revised* does not recognize "co" officers. Co-President or Co-Chairman implies two of equal rank. However, this is not correct. Only one is recognized and may vote.

CRITERIA FOR SELECTING NOMINEES

- ❖ Must be a PTA member.
- ❖ Must be enthusiastic and supportive of the PTA unit/council
- ❖ Should be willing to commit to the responsibilities of the position.
- ❖ Should be a team player.

CONTACTING NOMINEES

Potential nominees should be contacted only when agreed upon by the committee. If possible, this should be done while the committee is in session.

The Nominating Committee should have a printed job description which it should share with the potential nominee. The committee must be prepared to give the potential nominee a fair statement of what is expected of the office and the amount of time it might involve. A potential nominee should be told that part of the responsibility of office is to attend:

- ❖ ALL board meetings,
- ❖ ALL general membership meetings,
- ❖ ALL PTA functions, and
- ❖ Leadership opportunities, including training workshops and the State PTA convention.

NOMINATING COMMITTEE REPORT

A REPORT OF THE Nominating Committee must be submitted to the PTA local unit/council thirty (30) days prior to the election. The written report of the nominees should be signed by all the Nominating Committee members. The report is presented at a General Membership Meeting by the Nominating Committee Chairman. After the report is read, the floor should be opened for additional nominations by any PTA member. Local unit/council bylaws should be consulted. For additional information refer to the National PTA Quick Reference Guide and current edition of *Robert's Rules of Order, Newly Revised*.

The Nominating Committee is automatically discharged when its report is presented to the membership. However, if one of the nominees withdraws before the elections, the committee is revived and meets to select another nominee.

SAMPLE FORM FOR SEEKING RECOMMENDATIONS FOR NOMINEES

For office of _____

Name _____

Address _____ City/Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email address _____

PTA Background _____

Other Activities _____

Remarks _____

Signed _____

(Optional)