

# Nominating Committee Support

The parliamentarian will be called upon during both the election of the Nominating Committee and of the Officers to read to the membership the appropriate section of the bylaws, informing them of the appropriate procedures.

The president may not serve on this committee but all other board members are eligible including the parliamentarian.

A packet prepared for the newly elected committee by the parliamentarian can provide the nominating committee with the necessary tools to complete their work.

The packet should include:

- Current bylaws and standing rules with the sections for elected officers and their duties noted
- Sample nominating committee report
- Confidentiality form
- Guidelines for the Nominating Committee

## **NOMINATING COMMITTEE TIPS**

- The members always nominate and elect the committee members and alternates. Appointment is not an option.
- Nominate individuals to be committee members and alternates who will represent the social, geographic and ethnic makeup of the association. The PTA's future is determined by the leadership qualities and people skills of the individuals selected by the Nominating Committee.
- Confirm that only members of that specific PTA are nominated to serve on the committee, and they agree to the nomination.
- Provide all members, with the exception of the president, with an opportunity to nominate or to be nominated for the committee. No one automatically serves as a committee member or alternate because of their position or title. The school principal does not serve on the committee unless elected to do so.

# Guidelines for Nominating Committee

A PTA can be no more effective than its leadership. The Nominating Committee is a special committee that holds the key to a successful PTA. The committee is responsible for presenting the best qualified nominees for office.

## SELECTING A CHAIR

The committee members meet immediately following the election meeting to elect the committee chair.

## MEETING

- Schedule the date, time and location for the committee meetings based on the availability of all committee members. Allow sufficient time to study and discuss possible candidates.
- Alternates do not attend meetings unless they are called to fill an original committee member's place. When the committee meets with an alternate serving, the alternate signs the confidentiality agreement and becomes a permanent member of the committee.
- Conduct the meetings only with a quorum (a majority of the committee members) present.
- Only committee members can attend the meetings. The committee may invite a consultant, such as the school principal, to advise the committee, but that individual must leave prior to discussion.
- Distribute a confidentiality agreement and secure the signatures of all committee members before any discussion takes place.
- Treat all discussion of the committee as strictly confidential. Reveal no names of anyone under discussion until the committee report is released according to established procedures.
- Understand that more than one meeting may be required.
- Review all sections of the bylaws relating to the duties of the Nominating committee including the month of the election meeting. The nominating committee report is published seven days prior to the election meeting.

## SELECTION OF NOMINEES

- Review all sections of the bylaws and standing rules relating to officer and board member duties
- Solicit suggestions for nominees from the membership, current board members and staff.
- Give careful consideration to qualifications of candidates, choosing the best person for each position. Individuals currently serving in a position are not automatically allowed to repeat in that position.
- Ask a committee member who is being considered for a position to leave the room during the discussion regarding his or her qualifications. That committee member can be present for the discussion of other candidates for that office and may vote.
- Contact prospective candidates during the committee meeting explaining the duties as outlined in the bylaws, standing rules and as reported by the current board members. If you are unsure about a position, ask the Parliamentarian for clarification or the person currently serving in the position.
- Prospective candidates for officer positions should be somewhat knowledgeable about PTA, be willing to attend training, have enthusiasm for the PTA vision, mission and purposes, and be willing to commit the time necessary for the position.
- Allow time for a candidate to consider the position before asking for his or her decision.
- Treat all candidates in a fair and consistent manner.
- Select one nominee for each officer position, and be prepared to state qualifications of nominees. In the event the committee cannot secure a nominee for a position, it remains "open" and the president calls for nominations for that position from the floor at the election meeting.
- Make committee decisions by ballot and majority vote.
- Reconvene the committee if a slated candidate withdraws between the publicizing of the committee report and the election meeting.

## **REPORT OF THE COMMITTEE**

- Prepare a written report signed by all committee members who agree with the report.
- Publicize the report via regular publicity channels at least seven days before the election meeting.
- Present the report to the executive board for information only. The committee chair may present the report to the current PTA president, as a courtesy, prior to presentation to the executive board.
- Present the report at the election meeting. The committee chair usually reads the report.
- Pass the report to the president, who reads the report, opens the floor for nominations and conducts the elections.
- Pre-arrange for a member to make the motion to destroy ballot votes (if the election is by ballot).

## **ELECTION PROCESS**

- The Nominating Committee is dissolved once the report is read.
- Only a member who has not signed the report can nominate from the floor.
- If no Nominating Committee is elected, the election may be conducted at the appropriate meeting with all nominations coming from the floor. If the election is not conducted within the school year, then a representative from the Council or Texas PTA (Field Service Representative) conducts the meeting.

## Election of Nominating Committee - (association meeting)

**PRESIDENT:** *“The next item of new business is the election of the Nominating Committee; our Parliamentarian \_\_\_\_\_ will now read the bylaws regarding the Nominating Committee.”*

**PARLIAMENTARIAN:** The parliamentarian should read directly from the bylaws, Article on Nominations and Elections, Sections regarding nominating committee election.

**PRESIDENT:** *“Thank you. The floor is now open for nominations for members of the Nominating Committee”* The chair should call on anyone who has raised their hands until all nominations have been made. Individuals may nominate themselves. If a member nominates someone else, the chair should ask that person if they will accept the nomination by saying, *“\_\_\_\_\_, you have been nominated as a member of the Nominating committee. Do you accept this nomination?”*

The nominating committee is elected by plurality, so if there are more nominees than are needed for the committee per the bylaws, the president will have ballots distributed to all PTA members in attendance and will appoint a Tellers Committee. *“The following members have been nominated for the nominating committee, at this time ballots will be distributed to all members, please write the names of \_\_\_ (#) \_\_\_ nominees on your ballots, fold in half and hold in the air until a member of the tellers committee picks up your ballot. The tellers committee will total the ballots.”*

While the tellers are counting the votes, if there is no objection, other items of business may be conducted such as announcements, principals report, etc. *“If there is no objection, we will move to the announcements while we wait for the Tellers report.”*

### Tellers Committee Report

**PRESIDENT:** *“\_\_\_\_\_, chair of the Tellers’ Committee is ready to report.”*  
The committee chair comes forward with the written tellers’ report.

**CHAIR:** *“The Tellers’ Committee submits the following report: Number of votes cast: \_\_\_\_\_, \_\_\_\_\_ received \_\_\_ votes; \_\_\_\_\_ received \_\_\_ votes, etc. Signed \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.”*

The committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary and is seated. The president rereads the report to the membership.

If there are only enough nominees to fill the needed positions, the president declares the nominees the nominating committee. *“Hearing no further nomination, the chair declares (read the names of the nominees) the members of the nominating committee.”*

Nominations should then be taken from the floor for alternates to the nominating committee, follow the procedures from above to fill the alternate positions. After the alternates have been elected, the president should read the members and alternates of the nominating committee. *“The nominating committee will be \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, with \_\_\_\_\_, and \_\_\_\_\_ being alternates to the committee. This committee will meet immediately following our meeting tonight to elect their chair and determine their first meeting date.”*

## Election of Officers - (association meeting)

**PRESIDENT:** *"Parliamentarian, \_\_\_\_\_ will now read the bylaws regarding Officers and Their Elections."*

**PARLIAMENTARIAN** reads: Bylaws Article "Nominations and Elections", "Elections" section

**PRESIDENT:** *"\_\_\_\_\_, chair of the Nominating Committee, will now present the report"*

### **NOMINATING COMMITTEE CHAIR:**

The Nominating Committee Chair reads the slate of officers.

*"The Nominating Committee submits the following nominees: for president, \_\_\_\_\_; for vice president, \_\_\_\_\_; for secretary, \_\_\_\_\_;*

*for treasurer, \_\_\_\_\_, ....*

*Signed: read the names of all the committee members.*

### **PRESIDENT:**

The president re-reads the slate of officers.

*"Thank you, the nominating committee reports the following nominees: for president, \_\_\_\_\_; for vice president, \_\_\_\_\_; for secretary, \_\_\_\_\_;*

*for treasurer, \_\_\_\_\_, .... Signed: read the names of all the committee members.*

**PRESIDENT:** *"The chair will now open the floor for nominations.*

*\_\_\_\_\_ has been nominated for president. The floor is now open for nominations for president. (pause and wait for any nominations)*

If there are NO nominations from the floor, use the following: *"Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected president."*

If there is a nomination from the floor, use the following:

**PRESIDENT:** The chair recognizes the person making the nominations. *"Yes, would you please state your name and nomination?"*

**MEMBER:** *"My name is \_\_\_\_\_. I would like to nominate \_\_\_\_\_ for \_\_\_\_\_"*

**PRESIDENT:** Ask the nominee *"Do you consent to the nomination?"* If the nominee is not in attendance ask the person who made the nomination, *"Do you have the consent of the nominee?"*

**NOMINEE:** Will give their consent or indicate consent of the nominee.

**PRESIDENT:** *"\_\_\_\_\_ has been nominated. Are there any further nominations?"* Continue until there are no other nominations. *"Hearing no other nominations, the chair declares the nominations closed. The tellers will distribute a ballot to each member. Please write on the ballot either \_\_\_\_\_ or \_\_\_\_\_."*

*Fold your ballot one time and hand ballot to member of the tellers committee. If there is no objection, while the tellers committee is counting the ballots, the Chair will continue with the other business/announcements." (You cannot continue with elections as the person not selected as President may want to run for another position).*

**PRESIDENT:** “\_\_\_\_\_, chair of the Tellers’ Committee is ready to report.”

The committee chair comes forward with the written tellers’ report.

**CHAIR:** “The Tellers’ Committee submits the following report: Number of votes cast:

\_\_\_\_\_, \_\_\_\_\_ received \_\_\_ votes; \_\_\_\_\_ received \_\_\_ votes, etc.

Signed \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.”

The committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary and is seated. The president rereads the report to the membership.

Repeat this process for each officer position:

\_\_\_\_\_ has been nominated for first vice president. The floor is now open for nominations for first vice president. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected first vice president.

\_\_\_\_\_ has been nominated for second vice president. The floor is now open for nominations for second vice president. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected second vice president.

\_\_\_\_\_ has been nominated for secretary. The floor is now open for nominations for secretary. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected secretary.

\_\_\_\_\_ has been nominated for treasurer. The floor is now open for nominations for treasurer. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected treasurer.

At this time, I would like to introduce the officers of the \_\_\_\_\_ PTA for the 20\_\_-20\_\_ school year.”

### **Unfinished Business - (board and association meetings)**

The chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if group meets at least quarterly). Minutes of the previous meeting will indicate any unfinished business.