

Appendix I: 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 for a local PTA or 15 days prior to the election meeting for a Council.

SELECTION OF NOMINEES

- Review all sections of the bylaws and standing rules relating to officer and executive board member duties
- Solicit suggestions for nominees from the membership, current executive 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 executive 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.

Appendix II: Nominating Committee Confidentiality Agreement

PTA: _____

I hereby acknowledge by my signature below that any information either presented or discussed during the meetings of the _____ PTA Nominating Committee will not be divulged by me outside the meetings or with any individual not a member of this committee.

Furthermore, I acknowledge that a violation of this agreement shall result in my removal from the committee.

Signature: _____

Date: _____

Appendix III: Example of a Nominating Committee's Report

The ABC PTA Nominating Committee submits the following nominees for the year _____:

President _____

Vice President _____

Secretary _____

Treasurer _____

**Other Officer
Positions as
named in the
bylaws:** _____

Signed: _____ **Chair Date:** _____

The report should be signed by all committee members who agree with the report