THE PTA 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.

CHOOSING THE COMMITTEE

Be Sure

- Review the bylaws, Article VII, Section 3, about when and how to elect the committee members and alternates.
- Read those portions of the bylaws pertaining to the nomination and election of officers to the members at the meeting before electing the Nominating Committee. Answer any questions at that time.
- Elect the alternates immediately after electing the committee members.

*Note: The president does not serve as a member or appoint the committee.*

Be Fair

- Nominate individuals to be committee members and alternates who will represent the social, geographic and ethnic makeup of the association.
- Confirm that only members of that specific PTA are elected to serve on the committee.
- Provide all members, with the exception of the president, with an opportunity to nominate or to be nominated for the committee.

Be Careful

- Follow the bylaws. The members always nominate and elect the committee members and alternates. Appointment – by anyone – is not an option.
- Entertain nominations of only eligible members. 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.
- Consider the possibilities. The PTA’s future is determined by the leadership qualities and people skills of the individuals selected by the Nominating Committee.

THE COMMITTEE MEETING

Selecting a Chair

- The committee members meet immediately following 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.
- 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.
- Allow sufficient time to study and discuss possible candidates.
- 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.
- Notify the alternate if a committee member cannot attend a scheduled meeting. When this committee meets with an alternate serving, the alternate signs the confidentiality agreement and becomes a permanent member of the committee. In the event that another committee meeting is
called, that alternate continues to serve on the committee, and the original member does not return to the committee. Alternates do not attend meetings unless they are called to fill an original committee member’s place.

- Secure the agreement of a majority of the committee members in order to slate a nominee.

Responsibilities

- Solicit suggestions for nominees from the membership.
- 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, the president calls for nominations for that position from the floor at the election meeting.
- Give careful consideration to qualifications of candidates. Check the bylaws and standing rules (if adopted) for the duties of each officer.
- Contact prospective candidates during the committee meeting.
- Allow time for a candidate to consider the position before asking for his or her decision.
- Consider the best candidate for each position. Individuals currently serving in a position are not given preference and 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.
- Make committee decisions by ballot and majority vote.
- Treat all candidates in a fair and consistent manner.
- Reconvene the committee if a slated candidate withdraws between the publicizing of the committee report and the election meeting.

SELECTION OF NOMINEES

Suggested Qualifications

A PTA officer should:

- Be knowledgeable about and adhere to the Vision, Mission, Purposes and basic policies of PTA.
- Be willing to attend continuing training for PTA.
- Be experienced in PTA or other organizational work.
- Have a sense of justice and fairness.
- Exhibit enthusiasm for PTA.
- Be willing to make PTA a high priority in his or her schedule.

ELECTION OF OFFICERS

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 Area PTA conducts the meeting.
________________ PTA
Nominating Committee
Confidentiality Agreement

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: ________________________________

Example of a Nominating Committee’s Report

The Nominating Committee submits the following nominees for the year _________:

President

Vice president

Secretary

Treasurer

Signed: ________________________________

The report should be signed by all committee members who agree with the report.
Election Meeting Sample Script

**President:** Standing at the podium, raps the gavel once to call the meeting to order.

*The meeting will please come to order. A quorum is present.*

Opening ceremonies: (OPTIONAL) Rule is God before country if a prayer is given, if not, country then thought for day.

**President:** “Please stand for the Pledge of Allegiance to the American Flag, followed by a thought for the day given by ____.”

Introduction of guests – begin with PTA special guests (National, State, Area, Councils) followed by any other special guest

**President:** “The chair welcomes ______. Thank you for attending tonight”.

Reading and approval of minutes: Secretary comes to the podium when introduced by president.

**President:** “The secretary, (name), will read the minutes of our last meeting.”

Secretary: “A draft of the minutes was distributed as the members came in.” or Reads the minutes. Secretary steps aside and the president returns to the podium.

**President:** “Are there any corrections to the minutes?” Pauses and proceeds without corrections.

**President:** “The minutes are approved as distributed.” If the minutes had been read it would be “approved as read” If there had been corrections “The minutes are approved as corrected.” Secretary sits down.

Report of the treasurer

**President:** “(Name), our treasurer will give the financial report.”

Treasurer comes forward and gives report. The report is either read or distributed giving the beginning balance, total deposits, total disbursements and ending balance (which are recorded in the minutes).

Treasurer stands aside and president returns to podium.

**Treasurer:** “Members were given copies of the report as they came in.” or Reads the report.

**President:** “You have a copy of the treasurer’s report, or you have heard the report, are there any questions?” Pause – if questions the treasurer answers.

**President:** “The report will be filed for audit.” Treasurer is seated.

Report of the executive board: A summary report is given with any recommendations being presented and voted on separately. The report can be given by anyone on the executive board and that person moves the adoption.

**President:** “(Name), our vice president will give the executive board report.” The vice president comes to the podium with the president standing to the side.

**Vice President:** “the executive board met on (give date) with a quorum present. We have no recommendations, however, we filled the vacancy of Health Chairman with (name).” The vice president sits down.

Reports of standing committees: Before the meeting, the president consults with all chairmen and officers to find out which committees have reports to give. At the meeting, the president calls for the report of the committee, not the chairman’s report. If the committee has made a recommendation, the
person making the report moves the adoption. If no recommendations come from the committee the chair would ask the membership if they have any questions.

**Reports of special committees and/or special orders:** This can be a progress report of a special committee or a final report of a special committee. Upon completion of its specific purpose, the special committee ceases to exist.

**President:** “(Name), chairman of the nominating committee will report.” The president steps aside and the chairman comes forward to read the report.

**Chairman Of Nominating Committee:** “The nominating committee submits the following nominees: For President____, For Vice President____, For Secretary____, For Treasurer _____. Signed: Names of all committee members.”

Hands the report to the president and a copy to the secretary and is seated.

**President:** “Thank you, The nominating committee reports the following nominees (rereads the entire report and continues) ________ has been nominated for president. Are there further nominations?

Pause

Hearing no other nominations, the chair declares the nominations closed. All those in favor of _____ for President say yes”, (pause for voice voting) “all those opposed say no” (pause for voice voting) “the affirmative prevails and _____ has been elected President.

_________ has been nominated for vice president. Are there further nominations?

Pause

Hearing no other nominations, the chair declares the nominations closed. All those in favor of _____ for vice president say yes”, (pause for voice voting) “all those opposed say no” (pause for voice voting) “the affirmative prevails and ______ has been elected vice president.

________ has been nominated for secretary. Are there further nominations?

Pause

Hearing no other nominations, the chair declares the nominations closed. All those in favor of _____ for secretary say yes,”(pause for voice voting) “all those opposed say no,”(pause for voice voting) “the affirmative prevails and _____ has been elected secretary.

_________ has been nominated for treasurer. Are there further nominations?

Pause. A member rises to be recognized.
Yes, would you please state your name?”

**Member:** “My name is _______, I would like to nominate_______ for treasurer.” Member sits down.

**President:** “_______ has been nominated. Are there further nominations?

Pause.

Hearing no other nominations, the chair declares the nominations closed. (Secretary) will read the qualifications of ____ (slated nominee). (Member who made nomination) will read the qualifications of (nominee from floor).”

Qualifications are read.

**President:** “The chair appoints (names 3 members.), as tellers (appoints one as head teller). The tellers will distribute each member a ballot. Please write on the ballot either (name) or (name). Fold your ballot one time and hand ballot to a teller.” While waiting for the tellers report the president can continue with announcements or other reports.

**President:** “While the tellers committee is out, the chair will give some announcements. Give announcements that you might have made at the end of the meeting.”

**President:** _____, chairman of the tellers committee, is ready to report.” The chairman comes forward with the written tellers report.
Tellers Committee Chairman: “The tellers committee submits the following report: Number eligible to vote: 100, Number of votes cast: 90, Number necessary to elect: 46, ____ received 25; ____ received 65. Signed ____,____,and____.” The chairman hands the report to the president, gives the tally sheets and sealed ballots to the secretary and is seated.

President: (rereads the report to the membership) “the chair declares (name) elected as treasurer. Will (names all elected) please stand? These are the elected officers to serve this PTA during the next year. Thank you – be seated. The chair knows of no unfinished business. Is there any new business?” Pause to see if any member rises with a motion or question.

President: “Are there any other announcements? The chair would like to introduce ______, the principal of Right Way School, to bring some information.” The president has informed the principal how much time is allotted. The president sits down while the principal gives information.

President: “Thank you, now ____ (program chairman) will introduce our program this evening.” The president sits down during the program.

Program Chairman: “Tonight we will have a parenting program from Texas PTA. After the program is complete the president returns to the podium.

President: “Is there any other business to come before this assembly? There being no further business, the meeting is adjourned. Thank you for coming.”