



NOMINATING COMMITTEE

COMMITTEE MEETINGS

SELECTING A CHAIR

- The committee should meet immediately following election. The temporary chair, with input from other committee members, sets the first meeting date, time, and place.
- The first meeting should be held early enough to have additional meetings, if necessary.
- At the first meeting, the committee elects a permanent chair.
- In selecting a chair, members should consider the following skill sets:
 - ✓ Demonstrated ability to facilitate and resolve difficult discussions
 - ✓ Demonstrated fairness and objectivity through role modeling
 - ✓ Demonstrated ability to not breach confidentiality issues
 - ✓ Demonstrated nonbiased behavior within their role at the PT A
 - ✓ Demonstrated integrity and ethical behavior

MEETING

- Bring the bylaws, membership lists, job descriptions, current board membership list, phone book, ballots and pens/pencils.
- The meeting may legally be conducted if a majority of the committee is present. (Quorum is 50% +1 / if 3 committee members, 2 must be present.)
- Allow 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. All committee members should be present at the meeting, if possible.
- 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.
- Committee meetings are open only to committee members and alternates. Discussions must be open and honest, and above all, confidential. The alternates may not enter discussion or vote unless asked to serve in the absence of a member. Should confidentiality be breached, it is the chair's responsibility to counsel the member.
- If a member breaches confidentiality, it is each member's responsibility to bring it to the attention of the President.
- Only a majority of the committee must agree on the nominees.

RESPONSIBILITIES OF THE COMMITTEE

- **Verify that each nominee is a member of your PTA.**
- It is the duty of the Nominating Committee to select the best-qualified candidate possible for each office to be filled. The offices to be filled are specified in the bylaws.
- Solicit suggestions for nominees from the membership.
- Give careful consideration to qualifications of candidates. Check bylaws for duties of each office.
- Identify characteristics and skill sets needed in the leadership of the local PTA to accomplish the strategic plan.
- Screen, evaluate and nominate candidates for officers.
- All candidates will be screened. Conducting an interview is recommended but not mandatory. The same questions should be asked of all candidates per position. For example, all treasurer candidates must be asked the same questions. These questions can be different or the same as the questions you ask of the Secretary candidates, but all secretary candidates are asked the same questions.
- A subjective evaluation of the candidates based on qualifications and skills will be made to result in a nomination of a candidate to the General Membership.
- If possible, 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.
- If a member is approached before the committee meets, be sure he/she understands that he/she is only giving permission for his/her name to be submitted as a suggested nominee.
- The Nominating Committee prepares and presents a report for the PTA board meeting and the association/general meeting, listing nominees for each office. It is not necessary for all members of the committee to sign the report for it to be valid, only a majority of the committee. If a committee member does not agree with the report, they do not have to sign it.
- Post the proposed slate of officers, per the local unit bylaws or standing rules, prior to the election meeting.
- The committee's work is completed and it is automatically discharged when its report has been presented to the membership at the election meeting. However, if a nominee withdraws before the election is held, the committee reconvenes and elects another candidate.
- At the regular association meeting, the chair of the Nominating Committee reads the Slate of Nominees and hands it to the presiding officer.



- It is NOT the job of the Nominating Committee to fill the positions of committee chairs, but only to communicate names of those persons who might be interested to the newly elected president.
- In the event the Nominating Committee cannot secure a nominee for an office, it must report that fact to the PTA. Nominations from the floor shall be called for at that time.
- Participate fully as a member of the Nominating Committee

SUGGESTED QUALIFICATIONS OF CANDIDATES

- Knowledgeable about and adheres to the Purposes and basic policies of PTA.
- Knows parliamentary procedure.
- Experienced in PTA or other organizational work.
- Has demonstrated a sense of justice and fairness in PTA or other volunteer or organizational work.
- Exhibits enthusiasm for goals and objectives of PTA.
- Willingness to make PTA a high priority in his/her schedule.