

Quick Tips about PTA Nominating Committees

Nominating Committee

The nominating committee is one of the most important committees in your PTA unit. It is essential that the members of the nominating committee include experienced on-going leadership as well as newer members. The unit bylaws should outline how the nominating committee members are elected and how many members should be on the nominating committee (Article VI, section 3).

The nominating committee members have the responsibility of bringing forward the name of the most eligible person for each elected position. In considering which PTA members are the best qualified to serve in the officer positions, the criteria listed below should be considered and evaluated.

Each nominee:

- Must be a PTA member.
- Must be enthusiastic and supportive of PTA.
- Must believe in the basic policies and purposes of the PTA.
- Must be fair and objective and concerned for the best interests of PTA.
- Should be willing to attend training.
- Should have some knowledge of the organization and its role in the school and in the community.
- Should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings.
- Should be able to work well with people.

Who is eligible to serve on the Nominating Committee?

Any member who has paid current membership dues in the local unit is eligible to serve on the nominating committee. The principal may serve on the Nominating Committee if elected as any other member. ***The current PTA President may not serve on the Nominating Committee.*** All members should have an opportunity to nominate or be nominated for the committee.

What skills should Nominating Committee members possess?

- Fair, ethical and impartial judgment when evaluating people or situations
- Ability to listen and ask penetrating questions
- Ability to keep confidential information
- Understanding of PTA Mission, Purposes, and plans
- Understanding of how to build skill sets by position

Election of Nominating Committee:

- The Nominating Committee is elected, as described in Article VI Section 3 of your bylaws. The bylaws state the number of people to be elected to the Nominating Committee. It is always an uneven number.
- Elect the Nominating Committee at least **two** months prior to the election meeting according to the manner described in your unit's bylaws (general membership or board of directors).
- After the committee is elected, the committee will elect their chair.
- When selecting a chair, consider their demonstration of:
 1. Ability to facilitate and resolve difficult discussions
 2. Fairness and objectivity through role modeling
 3. Ability to hold information in confidence
 4. Non-bias behavior within their role at the PTA
 5. Integrity and ethical behavior
- The chair, with input from other committee members, sets the first meeting date, time, and place. Hold the first meeting early enough to allow for a second and third meeting, if necessary.

Conducting Nominating Committee meetings:

- Conduct the meeting only if a majority of the committee is present. All committee members should be present at the meeting, if possible.
- Allow sufficient time to interview, study and discuss candidates.
- Matters discussed by the Nominating Committee are **strictly confidential**. No names should be revealed until they are released according to established procedures.
- Committee members themselves may be nominated for office. They should be excused from the room while their nomination is being considered and may return to vote.
- Committee meetings are open only to committee members. Discussions must be open and honest, and above all, confidential. Should confidentiality be breached, it is the chair's responsibility to counsel the

member. If the chair breaches confidentiality, it is each member's responsibility to bring it to the attention of the President.

- In contacting potential nominees, the nominating committee chairman (or other designated committee member) should:
 - Give a clear indication of the responsibilities of the office and how much time may be involved.
 - Include any expectation of officer representation at leadership training workshops, council/state PTA meetings and/or the annual convention.
 - Never try to talk a reluctant individual into accepting a nomination.
 - Never try to 'fill the board' just to have names in place. A vacancy at the time of the election may be filled by a nomination from the floor or later by the newly elected executive board.

First meeting:

- Determine a target date for completion. (Consider upcoming communications, e.g. newsletter, meetings, programs, etc.)
- Develop a "candidate search list" and determine how contacts will be made. Potential nominees should include PTA members who represent the social and ethnic makeup of the school and parent community. (After the election, it is helpful to pass on a list of those individuals who are interested in a committee to the incoming president.)
- Refer to the unit's bylaws for copies of the job duties for each elected position.
- Set the next meeting date before adjourning.

Second meeting:

- If needed, conduct interviews. Ask the same questions of all candidates per position. For example, ask all treasurer candidates the same questions. These questions can be different or the same as the questions you ask of the secretary candidates but ask all secretary candidates the same questions.
- If a complete slate of officers has been selected, complete a Nominating Committee Report, listing all nominees and positions. Date, sign and present one copy to the PTA Board as soon as possible. Retain the another copy to read at the election meeting.
- If the slate is not complete, give a Status Report ONLY to the Board, and continue the process until the slate is complete.

When the slate is complete:

- The Nominating Committee prepares and presents a report for the PTA board meeting and the general meeting, listing nominees for each office.
- When all nominees are selected and notification is given to the Board, post one copy of the Nominating Committee Report in the school office, or another visible location, at least 10 days prior to the election meeting or according to bylaws.

Dissolution of Nominating Committee:

A Nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until balloting for nominees has begun. If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee.

"Common" Nominating Committee Mistakes:

- Forgetting to elect the Nominating Committee at least two months before the election month.
- Failing to provide advance notification to the general membership about when the Nominating Committee will be elected.
- Failing to apprise all members of their eligibility to potentially serve as an officer or on the Nominating Committee.
- Selecting members for officers without first determining what skills and qualifications they have for the position.
- Not actively recruiting new members for leadership positions.
- Assuming that only members who have children in the public school are the best candidates for leadership roles.

2/6/2009