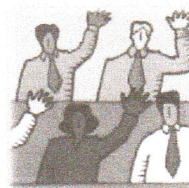


NOMINATIONS & ELECTIONS Nominating Committee

- First meeting
- Nominating Committee chairman election
- Committee procedure



*The nominations process
is extremely important and
has tremendous influence
on the future of your PTA
for years to come*

Nominating Committee ...

Members must be:

- Knowledgeable about PTA
- Aware of potential nominees
- Familiar with qualifications
- Willing to devote time
- Able to maintain confidentiality

Nominating Committee ...

Parliamentarian gives instructions

- Meets in executive session
- Frank, open discussions
- Confidential deliberations
- Serve until election

First step:
Consult PTA Bylaws

Article V

- Officers and Their Election

Article VI

- Duties of Officers

Nominating Committee

- Elected by the association at least 60 days prior to election
- Unique committee
- Last year's members ineligible
- Serves until the election

**Nominating Committee
(General 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 reads:

Article V: Officers and Their Election

Section 3. Nominating Committee Information: (Entire section should be read.)

Highlights below:

- a. Composition. The nominating committee shall consist of _____ members and _____ alternate members. No individual shall serve as a member of the nominating committee for two (2) consecutive terms. The president shall not serve as a member of the nominating committee nor appoint any member of this committee. Student members shall not constitute a majority of this committee.
- b. Election of Committee. The members of this Local PTA shall elect the members of the nominating committee at a regular association meeting prior to the election meeting. A vacancy on the nominating committee shall be filled by the alternate with the next greatest number of votes. The chair of the nominating committee shall be elected by the nominating committee.
- c. Duties. The nominating committee:
 1. shall consider all candidates for elected position whose submissions meet the requirements set forth by these bylaws and who have signified their consent to serve if elected;
 2. may consider additional candidates during its deliberations; and
 3. shall submit only one (1) name for each position to be filled.
- d. Report of the Nominating Committee. The report of the nominating committee shall be published to the membership through regular publicity channels at least seven (7) days before the election meeting.

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?”

If there are only enough nominees to fill the needed positions, the ballot may be dispensed with and the election held by voice vote. The president declares the nominees as the nominating committee and states the following:

PRESIDENT: *"Hearing no further nominations, the chair declares (read the names of the nominees) the members of the nominating committee."*

OR 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 states the following:

PRESIDENT: *"Because there are more nominees than are needed for the committee, the chair would like to appoint three (3) members as tellers. The chair appoints (names three members) as tellers. _____ will be the head teller. 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."*

PRESIDENT: " _____, chair of the tellers' committee is ready to report."

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

TELLER COMMITTEE CHAIR: *"The Tellers' Committee submits the following report:*

*Number eligible to vote: _____
Number of votes cast: _____
Number necessary to elect: _____*

_____ received _____ votes.

_____ received _____ votes.

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.

PRESIDENT: Rereads the report. Proceed with nominations of alternates. Nominations should then be taken from the floor for alternates to the nominating committee by following 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.

PRESIDENT: *"The nominating committee will be _____, with _____ being alternates. This committee will meet immediately following this meeting to elect their chair and determine their first meeting date."*

Nominating Committee Checklist

Elect Nominating Committee At Association Meeting:

- Must be elected at least 60 days prior to annual election meeting
- Check number of members and alternates as listed in bylaws
- Verify eligibility of committee member nominees
 - Verify PTA membership
 - Check service on previous nominating committee

Schedule Nominating Committee Meeting:

- Parliamentarian arranges date
- Principal included as advisor
- Alternate(s) called if elected member unable to attend

Nominating Committee Meeting – Activities:

- Parliamentarian gives instructions (stays only if an elected member)
- Elects committee chairman
- Reviews officer positions and duties (in Bylaws and Standing Rules)
- Prepares slate and checks that each nominee:**
 - Is a PTA member (see membership list)
 - Enthusiastic and supportive of PTA
 - Willing to serve as a board member
 - Has knowledge of the organization and its role in the school and in the community
 - Willing to give PTA a satisfactory level of priority and commitment, including attendance at monthly executive board meetings and association meetings
 - Able to work well with people
 - Understands the requirements for officers working with funds
- Calls potential nominees and provides information on:**
 - Responsibilities of the position
 - Expectations for representation at council or district meetings
- Schedules follow-up meeting if needed:**
 - Remind everyone that all discussions are confidential
 - Ensure committee members sign the Report of Nominating Committee

Notify Membership Of Nominees At Least 28 Days Prior To Election Meeting

NOMINATING COMMITTEE CHECKLIST

Elect nominating committee at association meeting

- ✓ Must be elected at least 60 days prior to annual election meeting
- ✓ Check number of members and alternates as listed in bylaws
- ✓ Verify nominating committee member is member of this association
- ✓ Check service on previous nominating committee. No one can serve for 2 consecutive years.
- ✓ Current president can never serve on the nominating committee

Schedule committee meeting

- ✓ Parliamentarian arranges date
- ✓ Principal included as advisor, if not elected
- ✓ Alternates:
 - Alternates, also elected by the membership, do not attend nominating committee meetings unless notified to fill a vacancy on the committee, but should be advised of the date and time of the first meeting.
 - If an elected member of the committee cannot attend the first meeting, the first alternate is asked to replace that person and the alternate then serves as a permanent member of the committee.

Committee meets

- ✓ Parliamentarian gives instructions (stays only if an elected member) and gives the committee the nominating committee procedure book (if available)

Nominating Committee procedure book

Nominating Committee Checklist

Bylaws and Standing Rules

Link to toolkit section with job descriptions

Membership list

Current board list

Sample 'Proposed Roster of Officers' for posting

Toolkit section on Nominations and Elections

- ✓ Parliamentarian gives committee any straw ballots that were turned in.
- ✓ Elect committee chairman
- ✓ Responsibilities of chairman:
 - Contact potential nominees, unless this responsibility is delegated to another committee member. Inform committee members of the results of the contacts.
 - Submit the names of nominees to the membership 28 days prior to the election. This may be done at an association meeting or through a flyer, newsletter, email, or website.
 - Reconvene the committee in the event a nominee withdraws before the election is held.
 - Read the nominating committee report to the membership at the annual election meeting.
 - Suggest the nominees to attend the election meeting and the installation of officers.

- Give a written report of the nominees to the recording secretary, signed by the members of the nominating committee.
 - Be discharged of committee responsibilities at the time of the election.
-
- ✓ Review officer positions and duties (Bylaws and Standing Rules). The parliamentarian, corresponding secretary, and chairmen are not elected. If potential nominees express interest in any chair positions, it is okay to keep a list and give it to the president for their consideration.
 - ✓ Each nominee must be a PTA member (if not a member of this unit but of another unit, but join this unit as soon as nomination is accepted)
 - ✓ Every effort should be made to provide the PTA with a slate of officers that is balanced in terms of new as well as experienced officers, represents the school attendance area, and reflects the diversity of the school population.
 - ✓ The committee is not obligated to nominate the president or any current officer eligible to serve a second term or to nominate automatically the executive/first vice president for president. Each nominee must be evaluated independently and by the same criteria as all other nominees. The committee is obligated to seek out those eligible members who would best serve in a particular office.
 - ✓ Members of the committee are not excluded from becoming nominees for elected office. During nominating committee meetings, if a committee member is being considered, the member should be excused from the meeting during the discussion regarding that office but may return for the vote which shall be by ballot.
 - ✓ No member shall be eligible for the same office for more than two consecutive one-year terms or hold more than one elected or appointed office.
 - ✓ TCPTA does not allow an individual to serve as president of two units at any given time.
 - ✓ Nominees for the offices of president, treasurer, financial secretary, auditor, or any elected officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.
 - ✓ Call potential nominees
 - Include clear indication of responsibilities of the position
 - Include any expected representation at council or district meetings
 - Do not try to persuade a reluctant individual
 - Do not try to “fill the board” just to have names in place
 - ✓ Remind everyone that all discussions are confidential
 - ✓ A position can only be filled by ONE person. If the nominating committee lists more than one person on the slate they will be RUNNING AGAINST EACH OTHER at the election.

The nominating committee serves until the election. If a vacancy occurs before the election, the nominating committee needs to reconvene to select another nominee. In this case, or if someone accepts a nomination after the report has been submitted (at least 28 days prior to the election meeting), the nominating committee chairman will read a revised report including the new nominee for office to the executive board and to the membership at the annual (election) meeting.

If an office is vacant after the election because an officer-elect resigns or because no one was elected to fill the office, it shall be considered a vacant office to be filled by the board-elect according to the bylaws.

Nominating Committee Report

- Signed by all committee members
- Submit to association at least 28 days prior to election meeting
- Report may be mailed to members
- Chairman reads at association meeting

Election of Officers

Bylaws stipulate

- Month/day of election
- Who can vote (membership list)
- Quorum required
- No proxy votes
- Nominations from the floor
- Ballot vote

REPORT OF THE NOMINATING COMMITTEE

Name of PTA: _____

Date: _____

The nominating committee met on _____ to consider all eligible candidates for the term of office. On behalf of the nominating committee, I present the following slate of officers for the association's consideration at the _____ [month] annual election meeting.

Position

Name

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signatures of Nominating Committee:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The report of the nominating committee is submitted to the membership in writing at least 28 days prior to the election and reported at the election meeting by the committee's chairman. The report of the nominating committee must be entered into the minutes of the association.

PTA ELECTION CHECKLIST

- VERIFY DATE FOR ELECTION MEETING IN BYLAWS:**
 - Notify membership of election date at least 30 days before meeting
 - Post prepared slate of officers at least 28 days before meeting
 - Secretary – Brings current membership list to meeting

- PRESIDENT – PRESIDES AT ELECTION MEETING:**
 - Parliamentarian – Reads sections of bylaws related to nominations and elections
 - Chairman of nominating committee – Reads the Report of the Nominating Committee
 - President – Restates the slate of nominees and asks each person named to stand

- PRESIDENT – CONDUCTS ELECTION:**
 - Opportunity is given for nominations from floor for each office
 - Nominations do not require a second, only the nominee's consent
 - If there is only one nominee for any office, the ballot vote for that office may be dispensed with and the election held by voice vote.

- HOW TOS – BALLOT VOTE:**
 - Required if there are two or more nominees for an office
 - Eligibility to vote is verified by checking the membership list
 - President appoints a Tellers Committee (a nominee cannot serve as a teller):
 - Tellers – Distribute, collect and count the ballots
 - Count eligible voters to determine total number of ballots
 - A nominee may designate a person to observe the ballot count

- TELLERS COMMITTEE – COUNT VOTES AND PREPARE REPORT WITH:**
 - Total eligible voters
 - Total votes cast
 - Number needed to elect (majority vote – 1/2 plus one)
 - Number received by each nominee
 - Tellers Report is given to president

- PRESIDENT – ANNOUNCES RESULT OF VOTE AND NAMES THOSE ELECTED:**
 - If a nominee does not receive a majority vote, the ballot is repeated
 - Teller's report is included in the Minutes

- CHAIRMAN OF TELLERS COMMITTEE – MAKES A MOTION TO DESTROY BALLOTS**

PTA ELECTION CHECKLIST

TCPTA Presidents and Parliamentarians:

If you have any hint that there will be more than one nominee for any position, or if you anticipate any problems, let council know. We will send someone to your election meeting, and will be prepared to run your election if necessary.

For more information: <http://toolkit.capta.org/running-your-pta/nominations-and-elections/>

- Verify date for meeting in bylaws
 - o Post prepared slate of officers at least 28 days before meeting
 - o Notify membership of election date at least 30 days before meeting
 - o Secretary brings current membership list to meeting

- President presides at meeting
 - o Parliamentarian reads sections of bylaws pertaining to nominations and elections
 - o Chairman of nominating committee reads the report of the committee
President restates the slate of nominees and asks each person named to stand

- President conducts election
 - o Opportunity is given for nominations from floor for each office
 - o If there is but one nominee for any office, the ballot vote for that office may be dispensed with and the election held by voice vote.

- Ballot vote
 - o Required if there are two or more nominees for an office
 - o Eligibility to vote is verified by checking the membership list. If there is no membership list at the meeting, everyone present will be allowed to vote.
 - o President appoints a tellers committee
 - Tellers distribute, collect and count the ballots
 - A nominee cannot be included as a teller
 - o All eligible votes are counted to determine total number of ballots
 - o Each nominee may designate a person to observe the ballot count
 - o Tellers count votes and prepare report
 - Total eligible voters
 - Total votes cast
 - Number needed to elect
 - Number received by each nominee
 - Report is given to president
 - o President announces result of vote and names those elected
 - Teller's report is placed in minutes
 - o Chairman of tellers moves to destroy the ballots