LEADERSHIP BEGINS WITH THE NOMINATING COMMITTEE

A PTA can be no more effective than its leadership. The Nominating Committee is a special committee and holds the key to a successful PTA. Its responsibility is to present the best qualified nominees for office. Check your bylaws, Article VIII, Section 3, on how the Nominating Committee and alternates are elected.

CHOOSING THE COMMITTEE

Be Sure

- The association's bylaws specify how the Nominating Committee is selected.
- Those portions of the bylaws pertaining to the nomination and election of officers are read to the membership before election of the Nominating Committee.
- Alternates are elected (see bylaws) at the same time as committee members.
- The president does not serve as a member nor appoint the committee.

Be Fair

- The committee should represent the social, geographic and ethnic makeup of the association.
- The nominating committee is made up of members of that specific PTA.
- All members, with the exception of the president, should have an opportunity to nominate or to be nominated for the committee.

Be Careful

- The committee is never to be chosen by the president. It is elected by the membership.
- The principal does not serve on the committee unless elected to do so.
- The future of your PTA is determined by the leadership qualities and people skills of the people selected by the Nominating Committee.
- No person shall serve two (2) consecutive years on the Nominating Committee.
- The president and principal may have no part in the deliberations or choice of nominees put forth.

Be Informative

- Meet with the Committee after the meeting and guide them to elect a chair and meeting date before they leave.
- Give the Members a Nominating Committee Packet, and the chair a copy of the Bylaws and Membership Roster.
- These discussions must be kept strictly confidential, and no information, including the reasons for accepting or rejecting a recommendation, should ever leave the committee meeting.
- The Nominating Committee should not meet to consider any potential nominee unless all committee members have been notified of the meeting.
- A written and signed report of the Nominating Committee must be publicized to the PTA unit membership at least seven (7) days prior to the election.
Sample Script for Electing a Nominating Committee

PRESIDENT: The next order of business is the election of a nominating committee. Before we begin the formal portion please take note if you served on this committee last year you are unable to volunteer for the current year.

I will read from the bylaws ARTICLE VII: Section 3 so everyone is clear on the role and responsibilities of the nominating committee. Please consider standing up and volunteering because we are going to be here until we get the nominees we need.

ARTICLE VII: Officers and Their Election

Section 3. Nominating Committee

a. There shall be a nominating committee elected by the membership at a regular meeting prior to the election meeting. Elections shall be by plurality. The committee shall be composed of \{three(3), five (5), or seven (7)\} members. \{One (1), Two (2) or Three (3)\} alternate(s) shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chair immediately following the meeting.

b. No person shall serve two (2) consecutive years on the nominating committee.

c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the election meeting in \{month of election meeting\} at which time additional nominations may be made from the floor. The report shall be publicized to the Local PTA membership through regular publicity channels at least seven (7) days before the election meeting.

d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

e. No member shall automatically serve on this committee because of his office in the Local PTA or position in the school system.

f. The president shall neither serve as a member nor appoint any member of this committee.

PRESIDENT: The floor is now open for nominations for X committee members. Remember, in order to either nominate a committee member or serve on the committee, you must be a member of this PTA.

Scenario 1

Member 1 I nominate Mindy Pickme.
President I have a nomination Mindy Pickme. Is Mrs. Pickme here?
Mindy Yes, I am.
President Are you willing to serve on this committee?
Mindy Yes, I am.
President Thank you. Are there further nominations?

Scenario 2

I nominate Perry Personality he could not attend this meeting, but gave me consent to nominate.
President Thank you. Further nominations?

Scenario 3

My name is Super Suzi and I am willing to serve.
President Thank you. Further nominations?

We need at least X more committee member(s) and X alternates. (pause)

We can’t move on until we get them…so please consider serving.

(At number reached) Thank you, Name Here. Are there further nominations?

(pause)

Hearing none, the nominations are closed. (List Names here) have volunteered or been nominated to serve as the Nomination Committee. Since we have X nominees, that which is needed, by acclamation you have elected these members as your 2012 Nominating Committee.

We now need to elect X alternates in the case that a committee member cannot attend a set meeting. The alternate would be called to serve and would replace the committee member moving forward. Are there any nominations?

(get the number of names you need). Are there any other nominees? Hearing none, the chair declares the nominations closed. Since we have X alternates, that which is needed, by acclamation you have elected (insert names here) as alternates for the 2012 Nominating Committee.

Please thank these volunteers for their willingness to serve. Those elected to the Nominating Committee will need to meet with me for a few moments immediately following today’s meeting to get information. Thank you!


**Conducting Elections**

After the Nominating Committee reports the meeting resumes with the President holding the election. If there is one nominee and no one running from the floor no vote needs to be made.

If you are voting by ballot it is critical that no one leave the meeting until the voting results are read. If an election is contested there may be a need to re-vote in case no one candidate receives a majority.

**(NOTE: This is sample wording; individual situations may vary.)**

**Sample Script for Conducting the Election**

**PRESIDENT:**

“The next business before the unit is the election of officers. The Parliamentarian (or I ) will read that section of the bylaws pertaining to the election of officers.”

**PARLIAMENTARIAN/or President:** Reads

**ARTICLE VII: Officers and Their Elections**

Section 1: Each Officer Shall be a member of this Local PTA Section 2.

a. The Officers of this local PTA shall be President, (number) Vice President(s), a Secretary, a Treasurer, a (Historian), a Parliamentarian.

b. Officers, with the exception of the (historian and) parliamentarian, shall be elected by ballot in the month of __. However, if there is but one (1) nominee for an office, election for that office may be by voice vote. The (historian and) parliamentarian shall be appointed by the newly-elected president, subject to the approval of the newly-elected officers.

c. Only one (1) nominee shall be elected to serve in any one (1) office.

d. An individual shall be a member of the Local PTA prior to taking office.

e. Officers shall assume their official duties following the close of the school year and shall serve a term of one (1) year. PTAs that do not follow a traditional school year schedule shall designate a calendar year in standing rules. All officer positions not filled by election become vacant at the close of the school year.

f. No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

**PRESIDENT:**

“In accordance with the Bylaws, we will proceed with the election of officers.”

**PRESIDENT:**

“We will now hear the report of the Nominating Committee.”

**CHAIRMAN of the NOMINATING COMMITTEE:**

“Madam/Mr. President, (pause for recognition), the nominating committee places in nomination the following:

For president: ____________________________
For vice president: _______________________
For secretary: ____________________________
For treasurer: ____________________________”

Signed (List all Committee Members and end with Chair)

The chairman then hands the written report to the president and retires to her/his seat.

**PRESIDENT:**

“The Nominating Committee has named the following persons as candidates for offices of the PTA/PTSA for the coming year:

For president: ____________________________
For vice president: _______________________
For secretary: ____________________________
For treasurer: ____________________________”

“_________________’s name has been placed in nomination for the office of president. Are there further nominations from the floor?” (Always allow plenty of time.)

Note: A person does not have to be present to be nominated from the floor. However, they must give their permission to be nominated. If, after waiting a reasonable time, and no other nomination is forthcoming, the president may close nominations by a general consent motion, in the following manner:

**PRESIDENT:**

“Hearing no further nominations for president, if there are no objections, the chair will declare the nominations for president closed.” (Pause) “Hearing no objection, the nominations for president are closed. Being the only nominee, (name) has been elected President.

This procedure is followed for each office in sequence in which the nominations were made.

In the event that someone is nominated from the floor it becomes necessary for the chair to appoint tellers who are instructed to take a count of those members eligible to vote. They also distribute, collect and count the ballots and report to the unit the results of the vote. A majority of those voting is necessary to elect. Please review your bylaws, PTA Handbook if you think this may be a possibility. Council is here to help!

The president declares who is elected as follows:

**PRESIDENT:**

“The officers you have elected for the ____________ PTA for 20__ to 20__ are:

President: ____________________________
Vice President: _______________________
Secretary: ____________________________
Treasurer: ____________________________.”