



*everychild.one voice.*

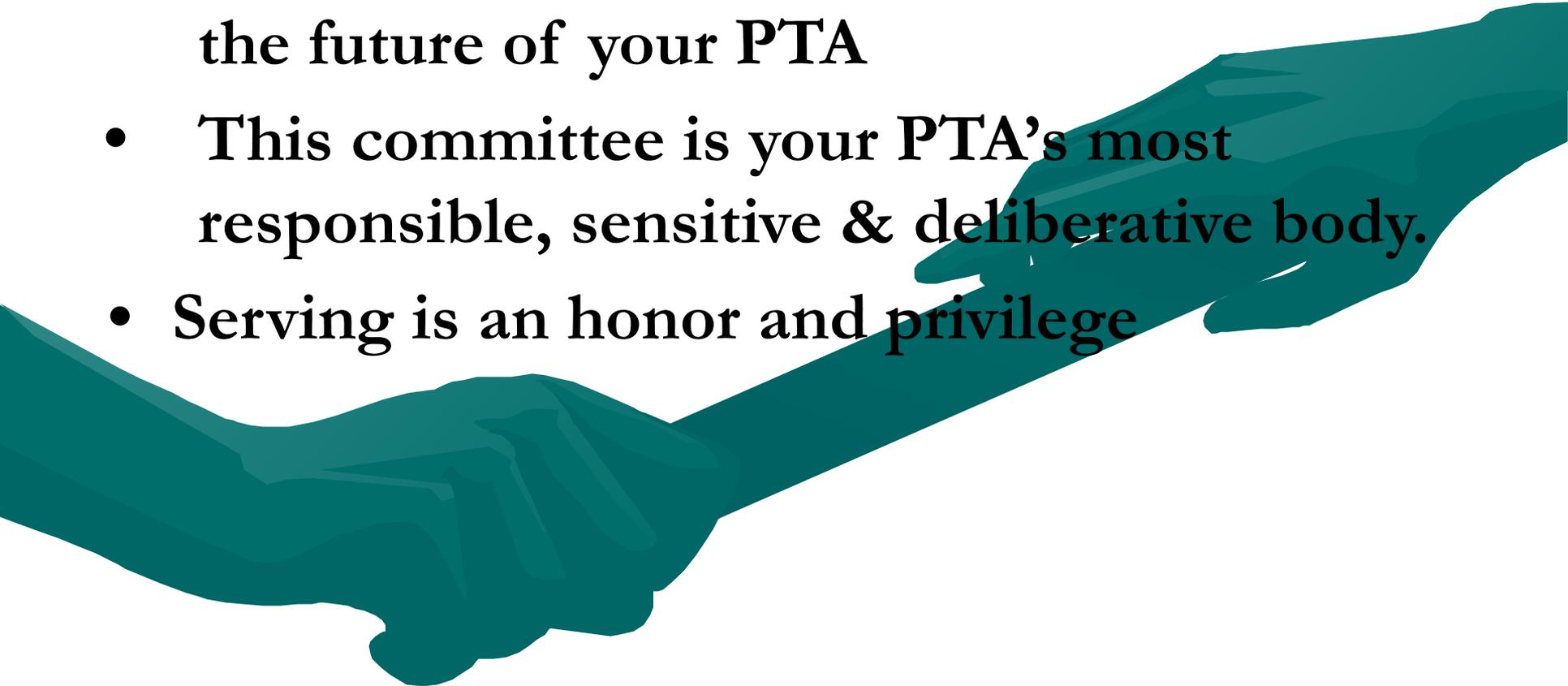
# Nominating Committee -

## The Most Important Committee in PTA



# Where Leadership Begins.....

- Decisions of this committee will impact the future of your PTA
- This committee is your PTA's most responsible, sensitive & deliberative body.
- Serving is an honor and privilege



# Bylaws and Standing Rules

- **When committee is ELECTED**
- **Number of committee members**
- **NO PRESIDENTS allowed**



# Nominating Committee Members

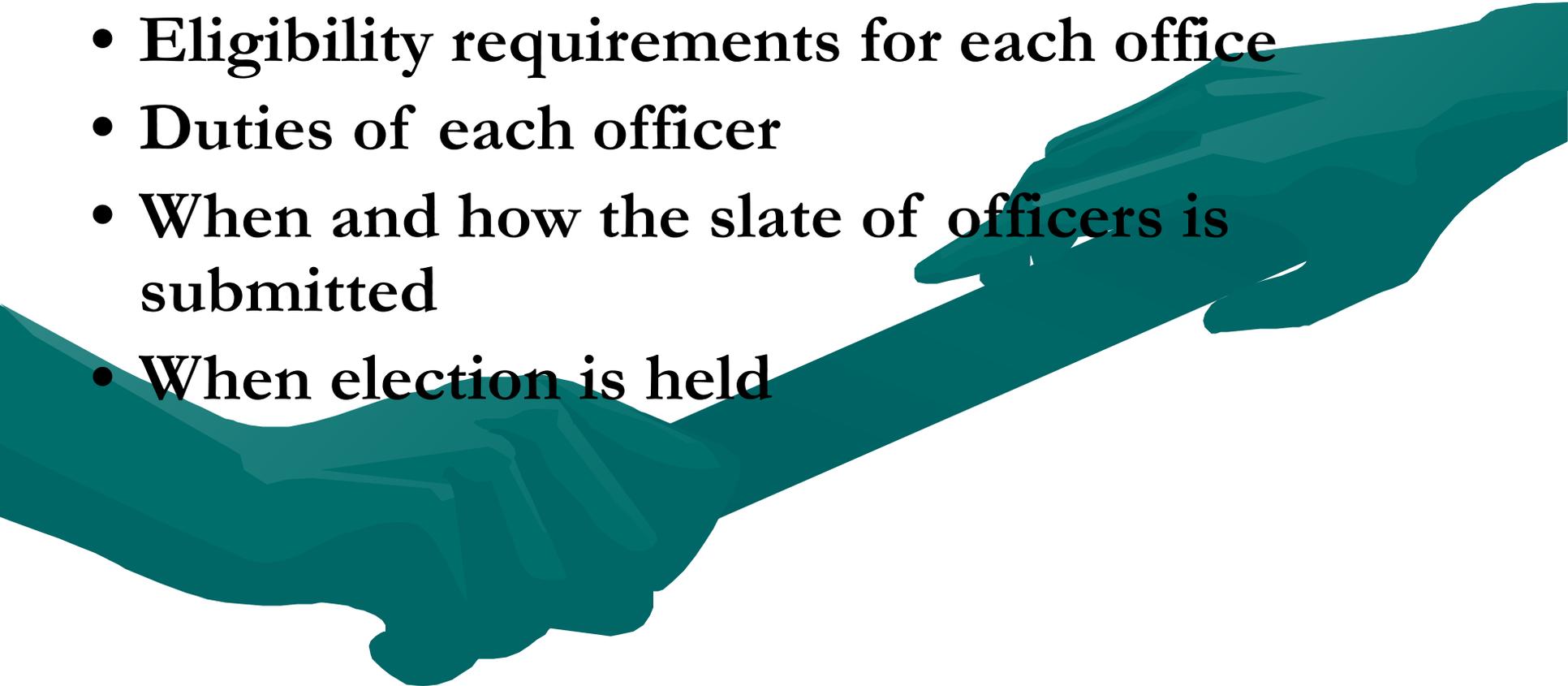
- Experienced, ongoing leadership and new members
- Knowledge of PTA goals, purposes & programs
- Knowledge of potential candidates' qualifications and abilities
- Be objective to find the best qualified leaders
- Be tactful, have integrity and discretion
- Be impartial
- Be able to keep discussions **CONFIDENTIAL**

# Nominating Committee Chairman

- Bylaws will state how Chairman is elected
- Chairman sets meeting immediately
- Ask for input from current President and other board members
- Sends Interest Form for potential Nominees to membership \*
- Reconvene the committee if necessary
- Presents the Nominating Committee report according to bylaws/standing rules

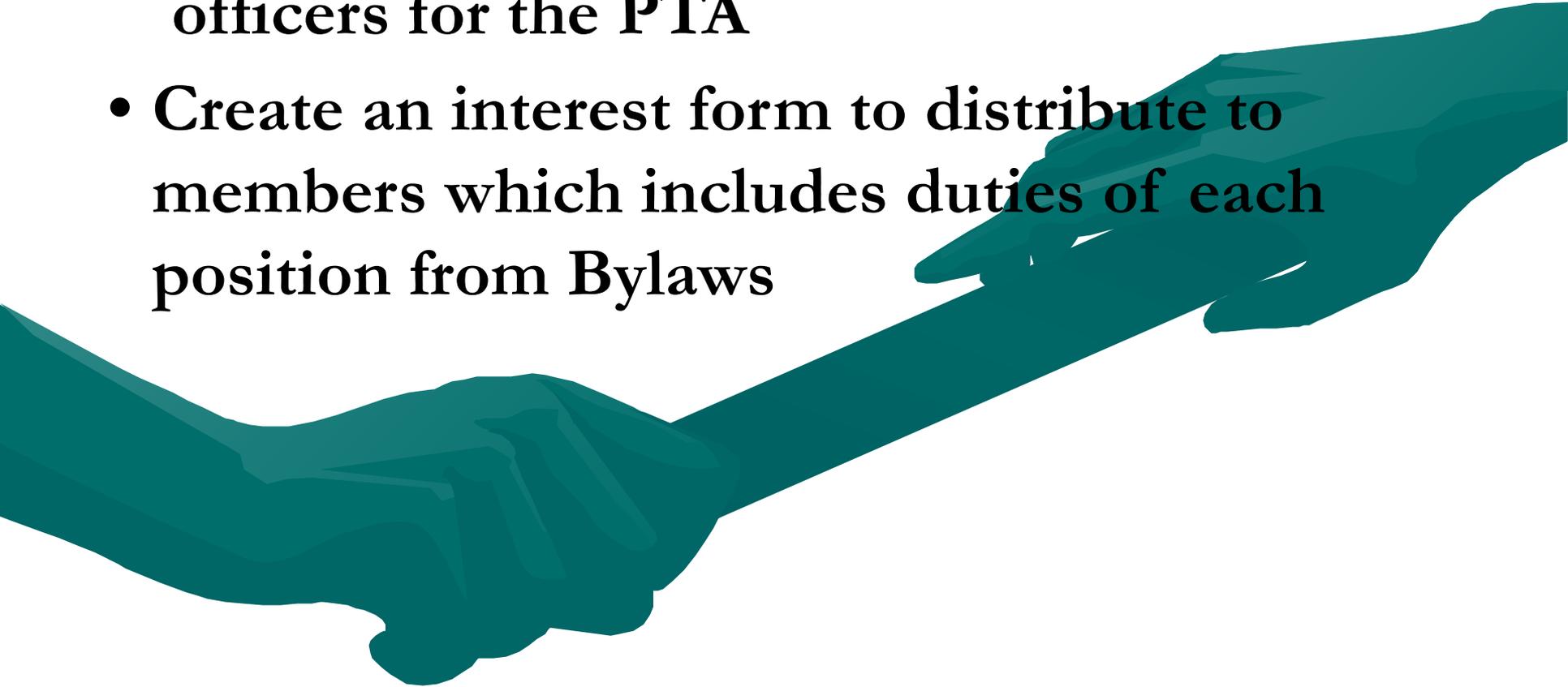
# BYLAWS and STANDING RULES

- Who can serve
- What offices to fill and how many
- Eligibility requirements for each office
- Duties of each officer
- When and how the slate of officers is submitted
- When election is held



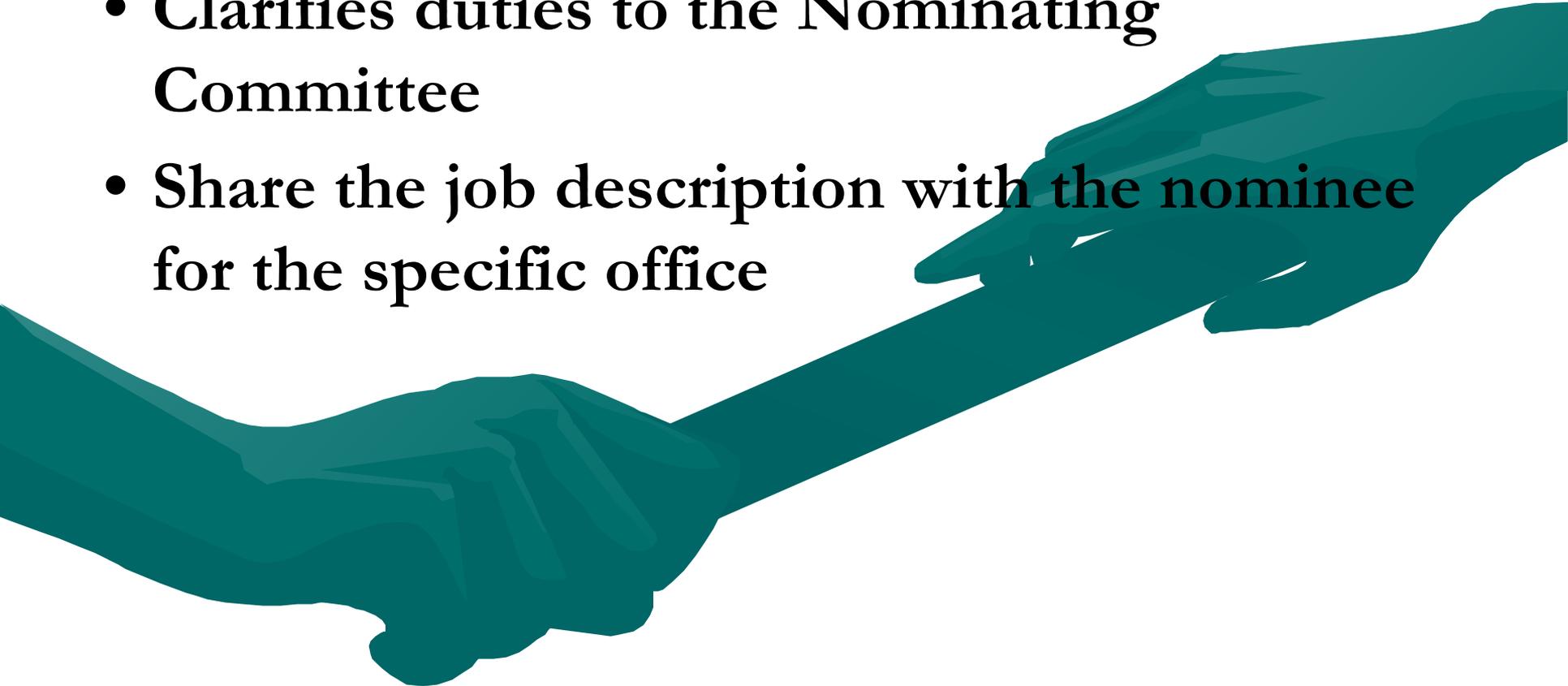
# Membership List

- Provides eligible candidates to nominate as officers for the PTA
- Create an interest form to distribute to members which includes duties of each position from Bylaws

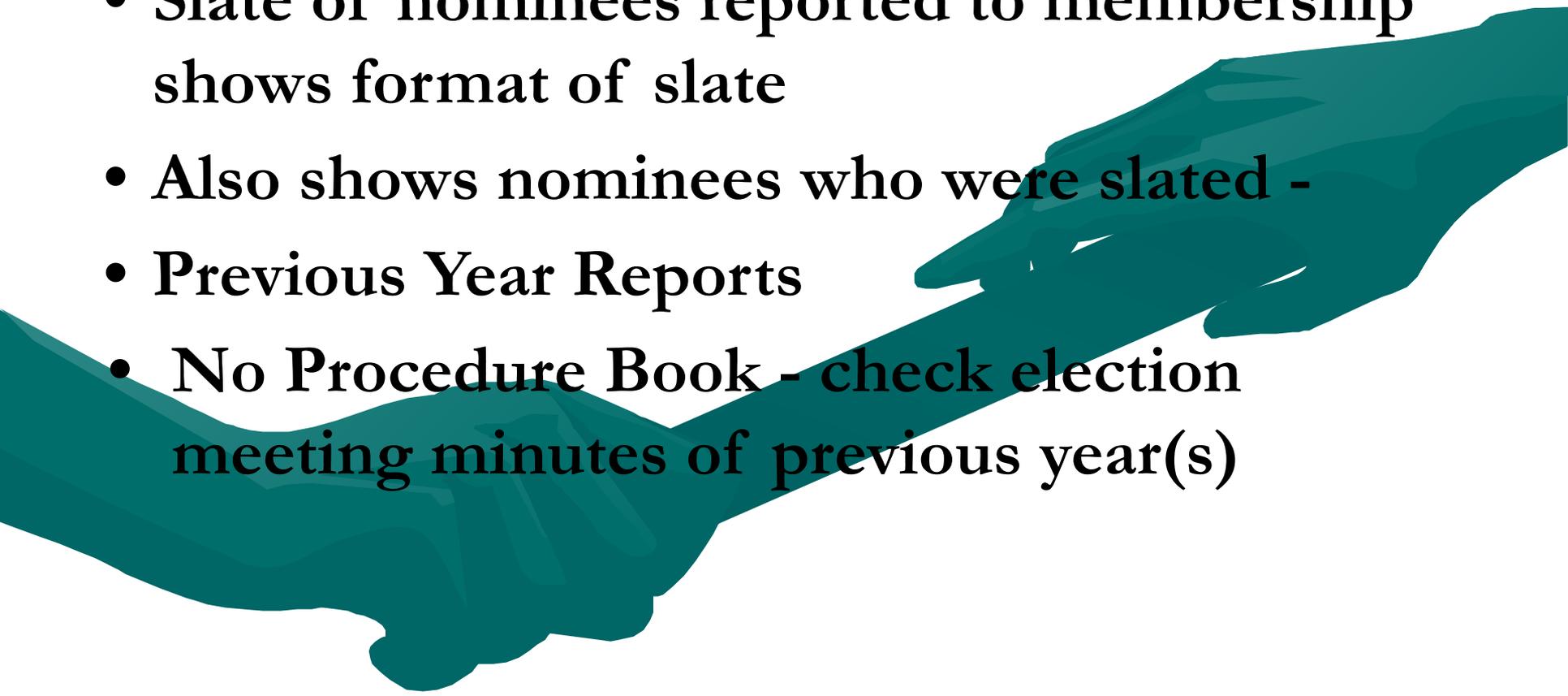


# Job Descriptions

- Explains the duties of each officer
- Clarifies duties to the Nominating Committee
- Share the job description with the nominee for the specific office

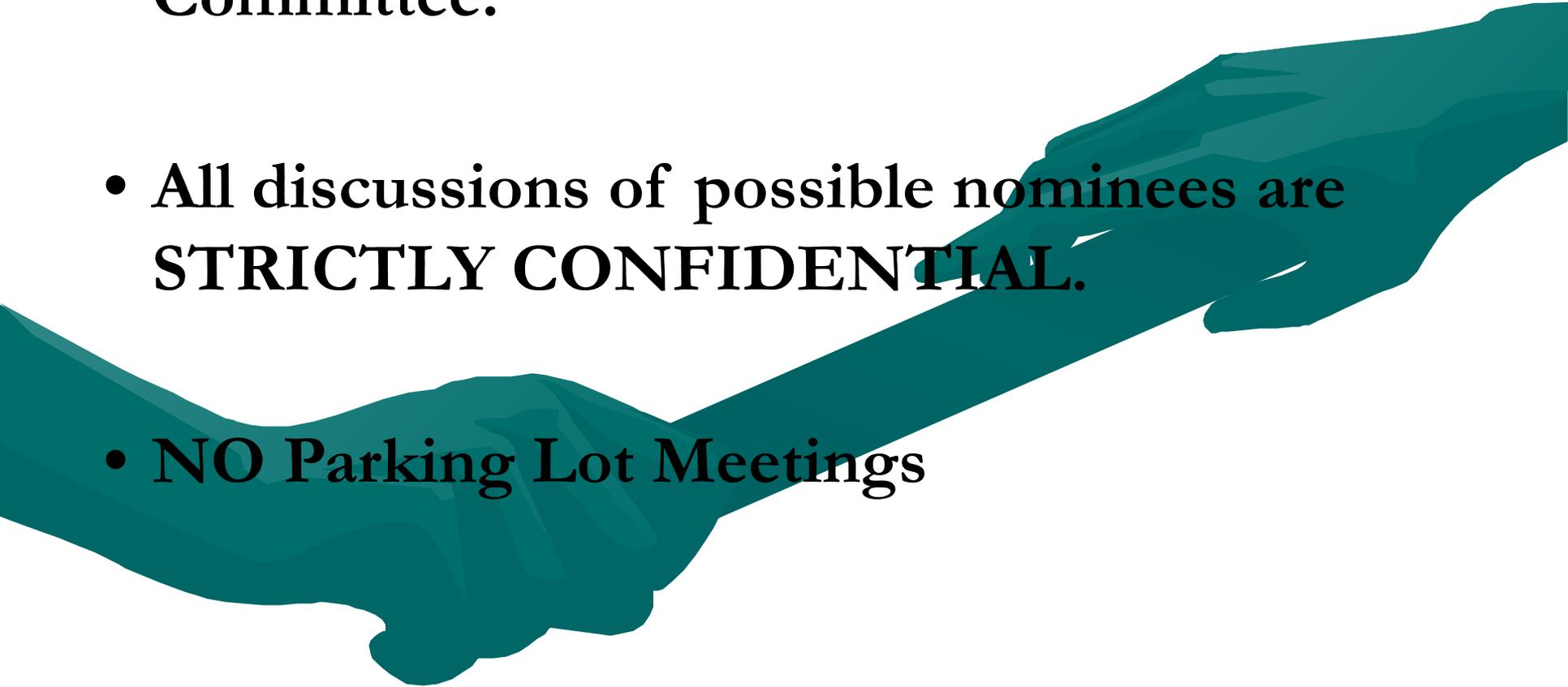


# Nominating Committee Procedure Book

- Tools of the trade
  - Slate of nominees reported to membership shows format of slate
  - Also shows nominees who were slated -
  - Previous Year Reports
  - No Procedure Book - check election meeting minutes of previous year(s)
- 
- A large, stylized teal graphic of a hand is positioned on the right side of the slide, pointing towards the list of items. The hand is rendered in a flat, solid teal color with a slight gradient, giving it a three-dimensional appearance. It is positioned as if it is about to point at or highlight the text.

# CONFIDENTIALITY

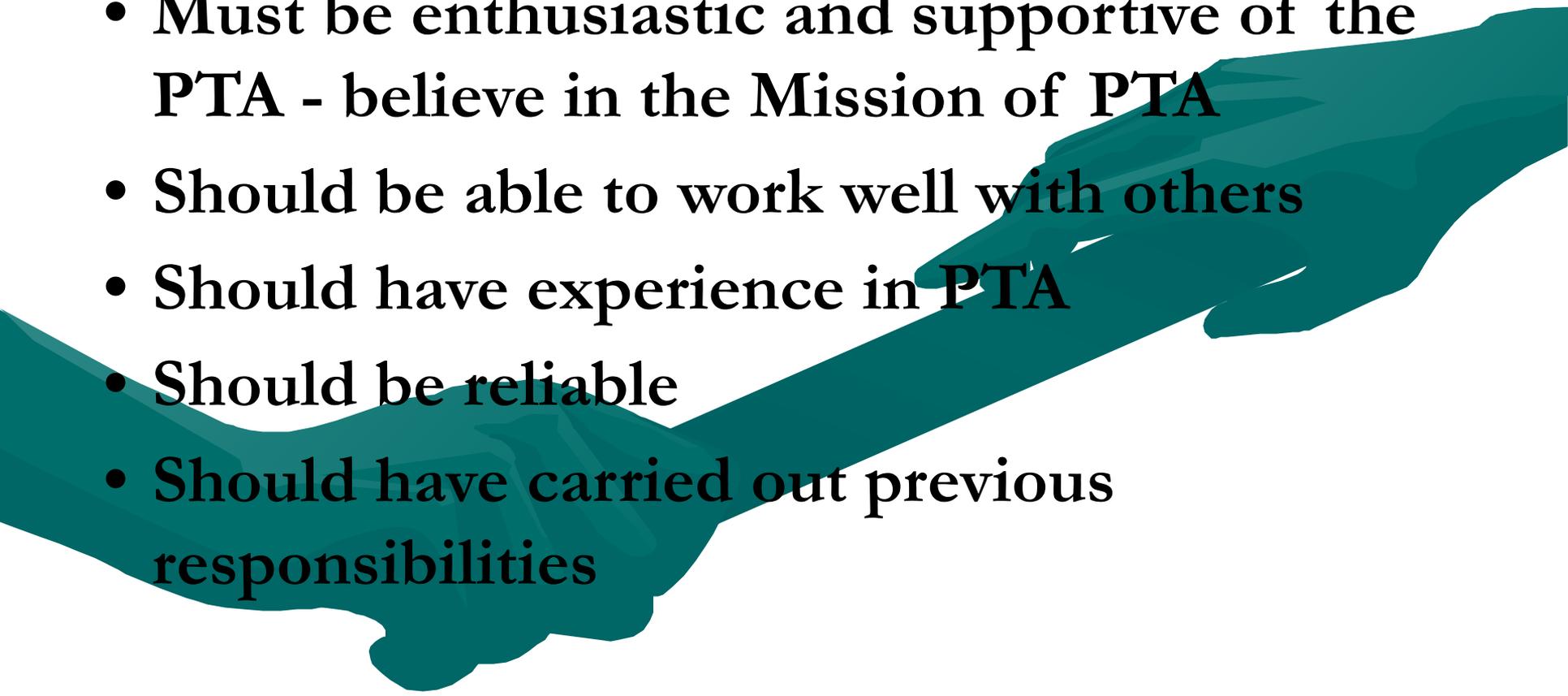
- This is a **MUST** tool for the Nominating Committee.
- All discussions of possible nominees are **STRICTLY CONFIDENTIAL.**
- **NO Parking Lot Meetings**



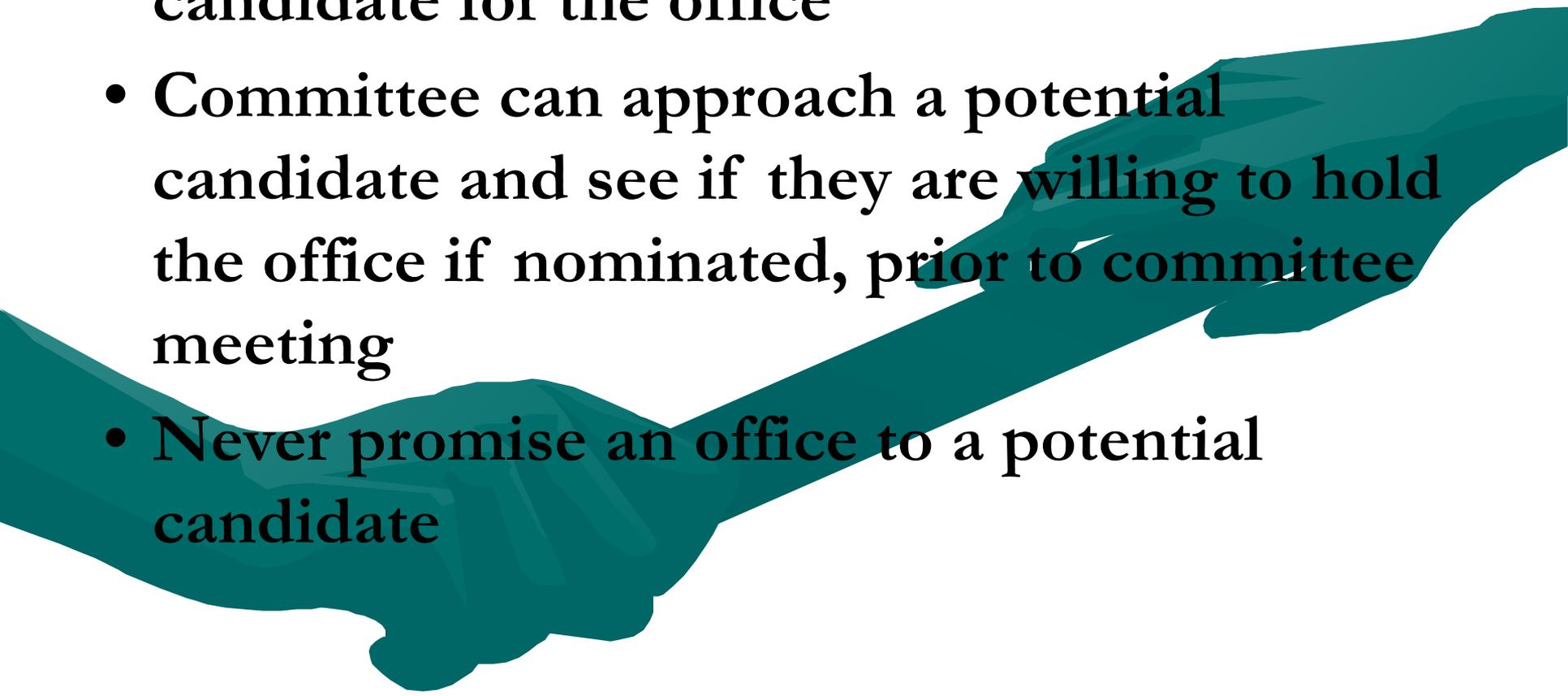
# Nominating Committee Meeting

- If an elected member resigns from the committee prior to the meeting, the elected alternate is called.
- If the alternate replaces a member, they remain on the committee until charge is complete.
- Members present at first meeting become committee -
- Vacancies on any succeeding meetings are left vacant
- Discuss guidelines for handling nominations\*
- Set date for another meeting, if necessary

# Criteria for Selecting Nominees

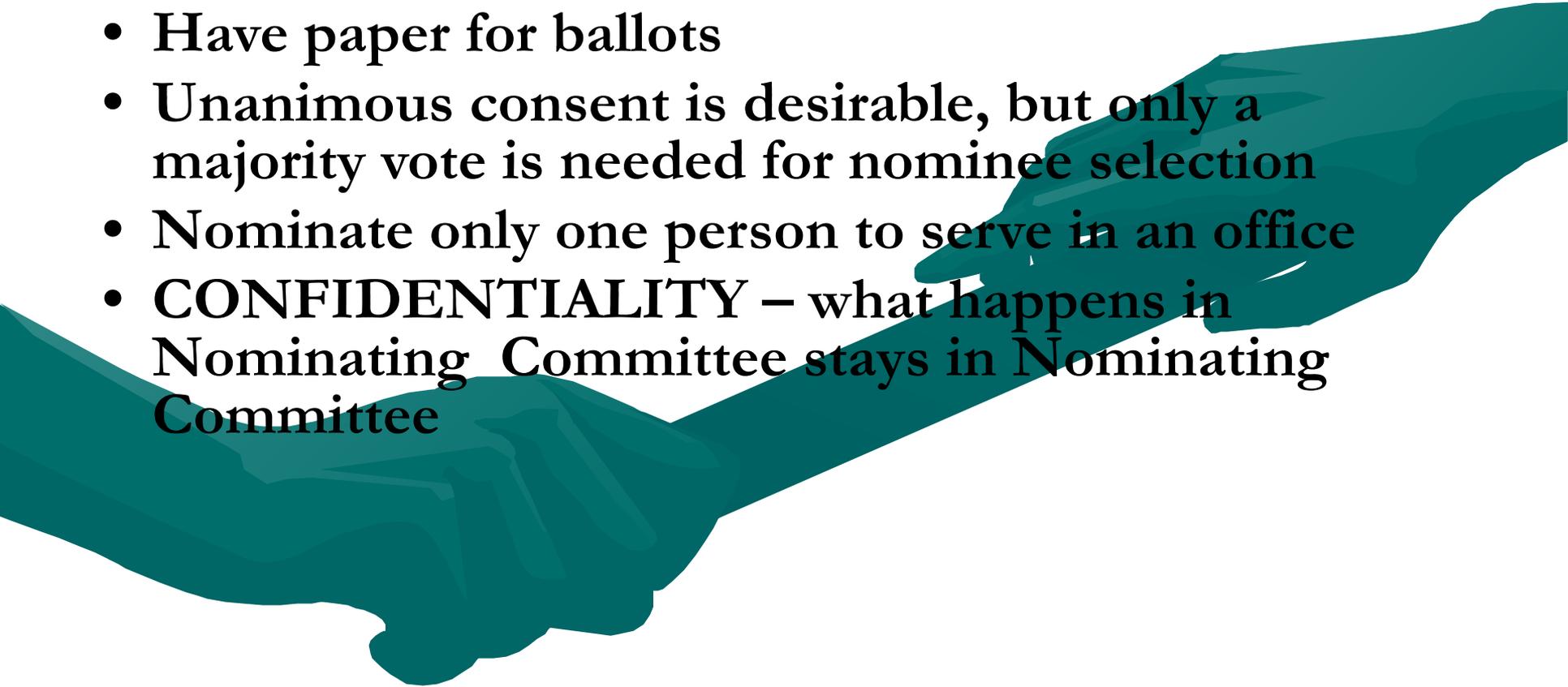
- **Must be a PTA member**
  - **Must be enthusiastic and supportive of the PTA - believe in the Mission of PTA**
  - **Should be able to work well with others**
  - **Should have experience in PTA**
  - **Should be reliable**
  - **Should have carried out previous responsibilities**
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- A large, stylized teal graphic of a hand is positioned on the right side of the slide, with the index finger pointing towards the list of criteria.

# Selecting Nominees

- Charge is to nominate the most qualified candidate for the office
  - Committee can approach a potential candidate and see if they are willing to hold the office if nominated, prior to committee meeting
  - Never promise an office to a potential candidate
- 
- A large, stylized teal graphic of two hands shaking, positioned diagonally across the lower half of the slide. The hands are rendered in a flat, solid teal color with no shading or texture.

# Committee should:

- Review current officers for eligibility to repeat
- No guarantee of current position
- Develop a tentative slate starting with President and possible alternate nominees
- Have paper for ballots
- Unanimous consent is desirable, but only a majority vote is needed for nominee selection
- Nominate only one person to serve in an office
- **CONFIDENTIALITY** – what happens in Nominating Committee stays in Nominating Committee



# Committee Member Nominees

- **Nominating Committee members can be nominated to an office**
- **Ask the committee member(s) to leave the room for discussion of their qualifications**
- **All Committee members present for the vote of the slate\***

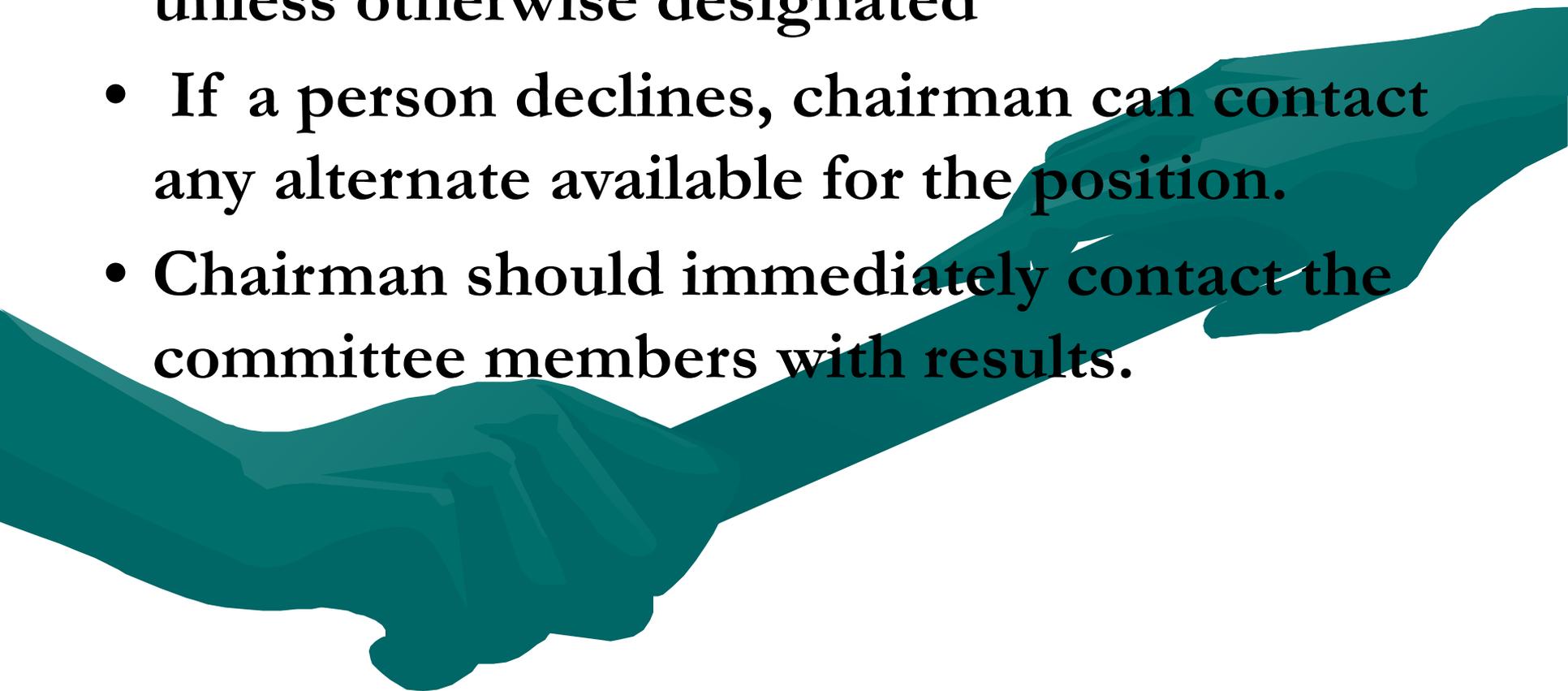


# Contacting Nominees

- Nominees should be contacted at meeting
- Inform them of duties of the office
- Ask for **CONSENT** to nominate for the office, not that the office is theirs
- If willing to be nominated inform them of election meeting date - if known.
- Don't try to talk a reluctant candidate into accepting nomination
- Remind nominee until the Slate of Nominees has been made public their nomination is confidential and not to be shared.

# If potential nominees unavailable during Committee Meeting calls

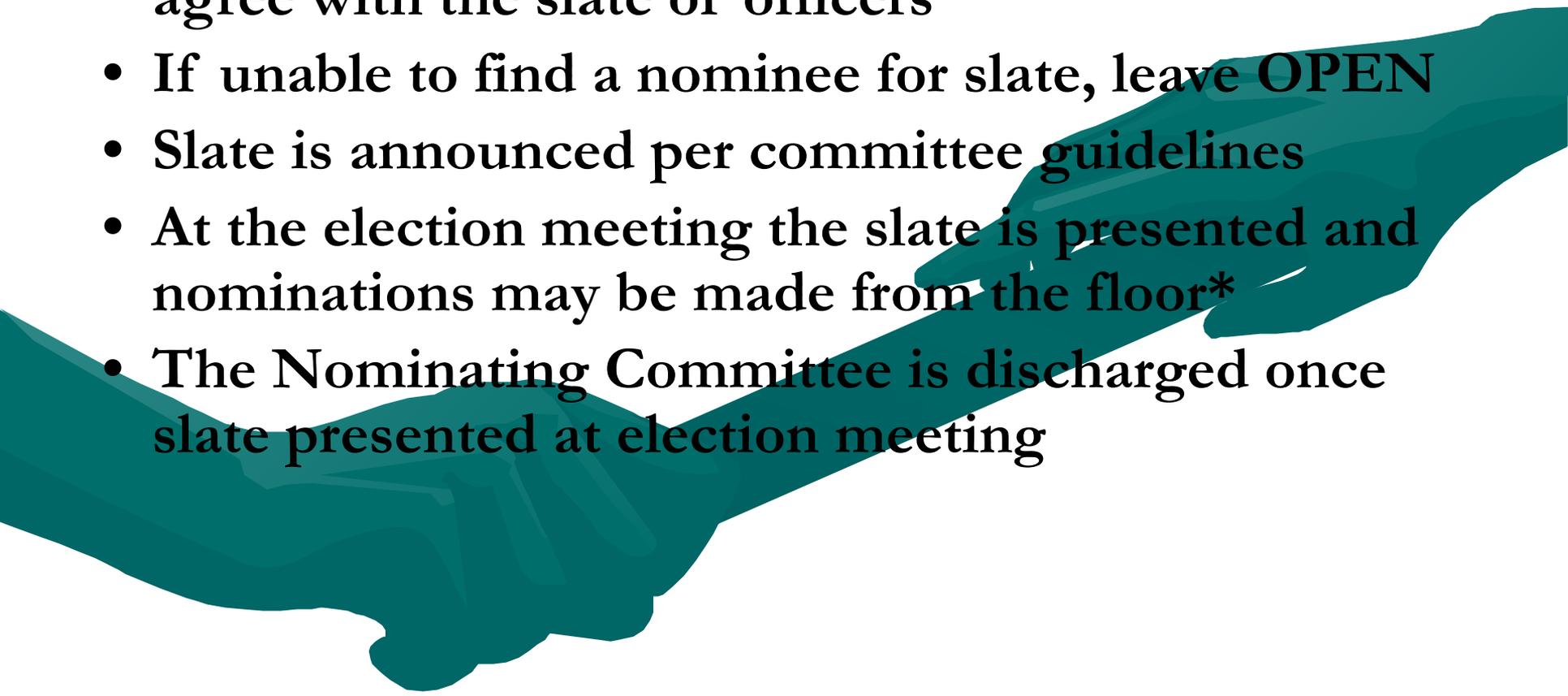
- Chairman contact potential nominee - unless otherwise designated
- If a person declines, chairman can contact any alternate available for the position.
- Chairman should immediately contact the committee members with results.



# Nominees Withdraw

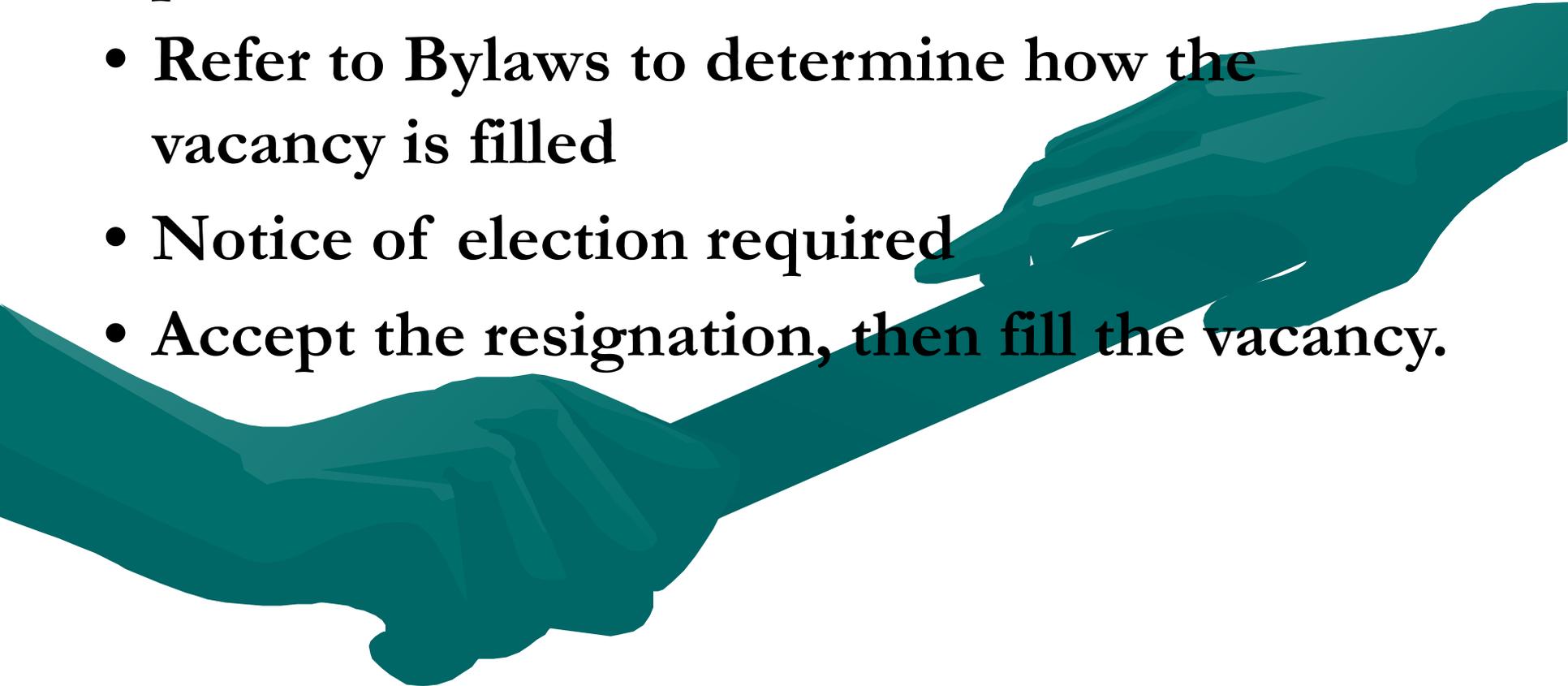
- If nominee withdraws from the slate prior to the elections, the committee reconvenes to find a nominee.
- This is providing there is sufficient time to do so
- Without sufficient time, president announces withdrawal at election meeting, nominations are accepted from the floor.

# Nominating Committee Report

- Chairman prepares slate report with names agreed by majority vote of committee
  - Nominating Committee signs the report only if agree with the slate of officers
  - If unable to find a nominee for slate, leave **OPEN**
  - Slate is announced per committee guidelines
  - At the election meeting the slate is presented and nominations may be made from the floor\*
  - The Nominating Committee is discharged once slate presented at election meeting
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# Elected Officer Resigns

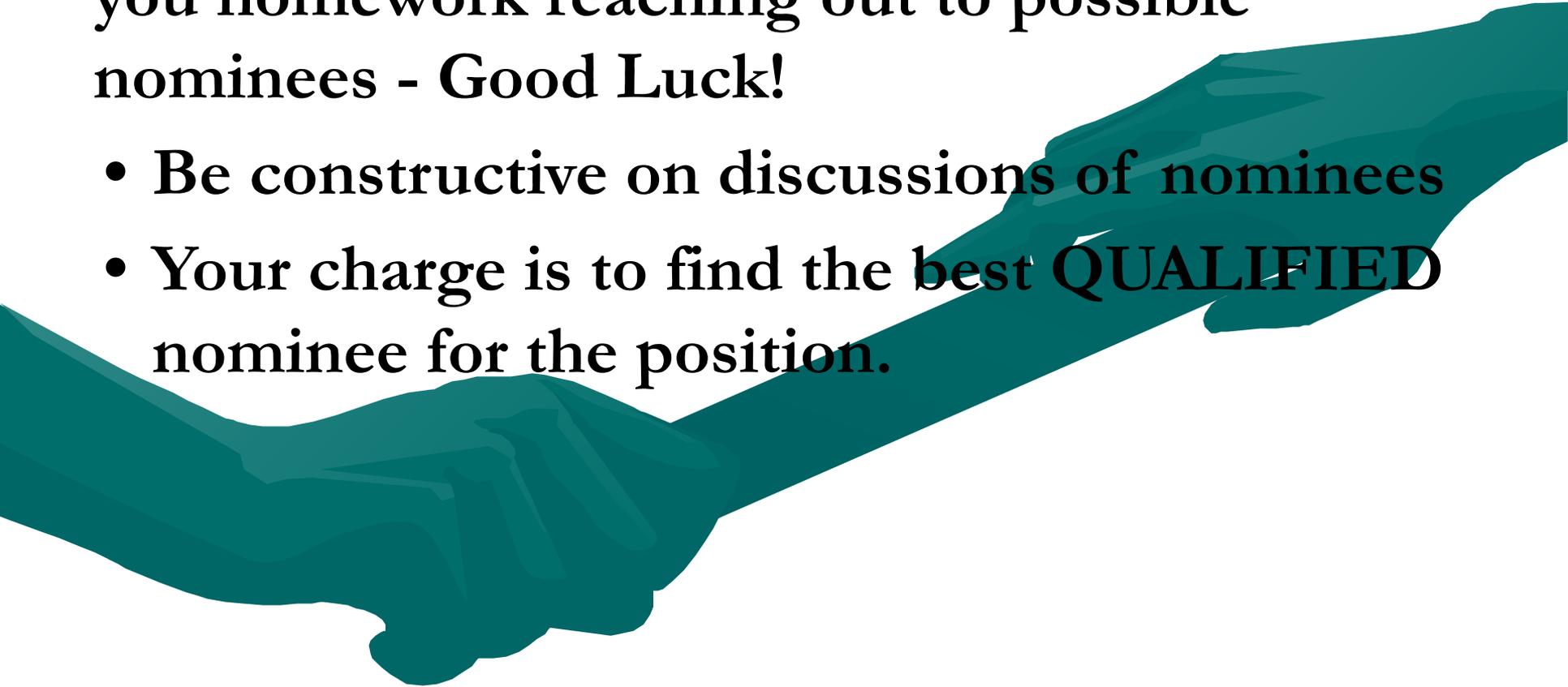
- Resigns before the new executive board is in place
- Refer to Bylaws to determine how the vacancy is filled
- Notice of election required
- Accept the resignation, then fill the vacancy.



# REMEMBER

Be prepared with tools of the trade - and do your homework reaching out to possible nominees - Good Luck!

- Be constructive on discussions of nominees
- Your charge is to find the best **QUALIFIED** nominee for the position.



# PTA MISSION

to make every child's potential a  
reality by engaging and empowering  
families and communities to  
advocate for all children



# Resources

Ohio PTA

[www.ohiopta.org](http://www.ohiopta.org)

1-800-699-6628

Melissa Wolfe

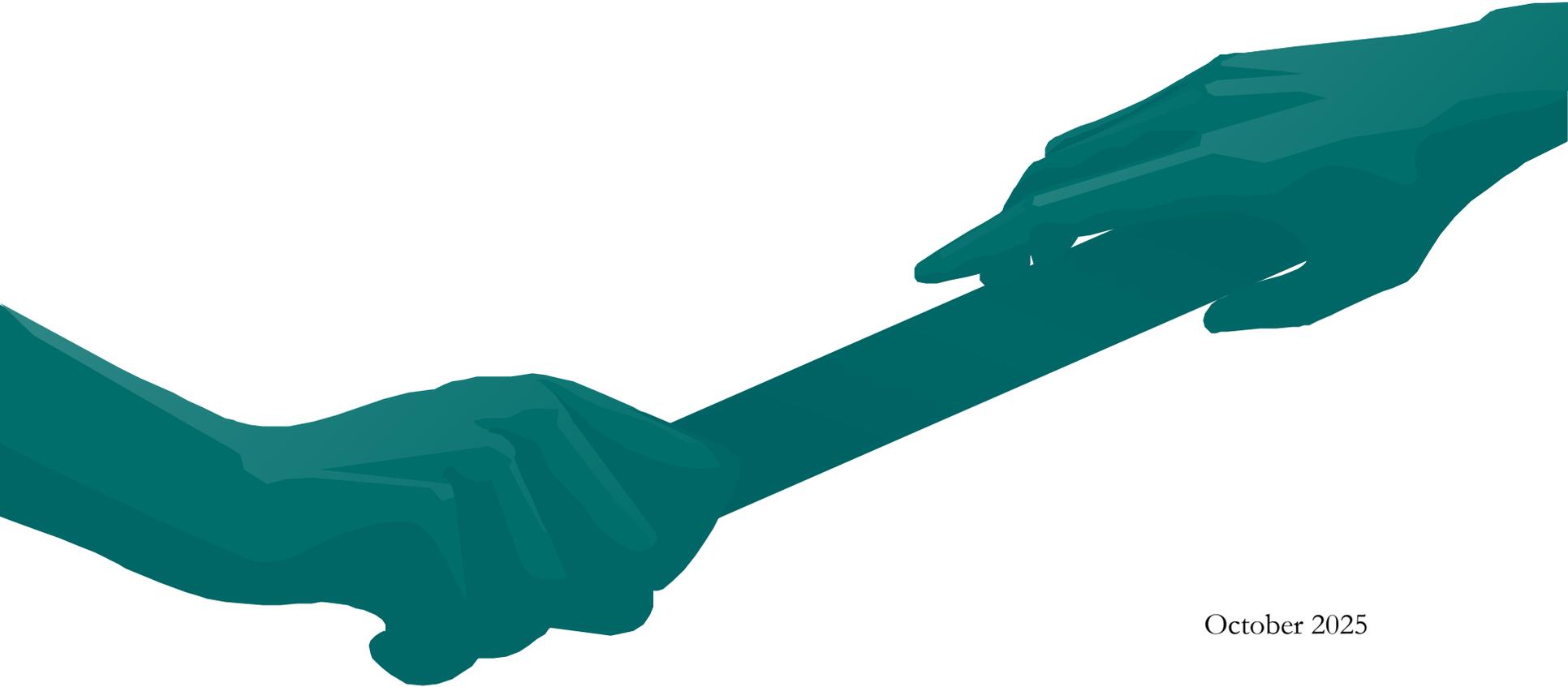
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# QUESTIONS??



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