



## NOMINATING COMMITTEE

A PTA is as effective as its leadership. The Nominating Committee is a special committee that holds the key to a successful PTA. The committee is responsible for presenting the best qualified nominees for office. A successful election is important to a smooth transition for a PTA from year to year. All members are invited and encouraged to get involved in this important process. Nominating Committees are elected by the membership, never "formed" or appointed.

Any member who has paid current year's dues to the unit is eligible to be on the Nominating Committee. The current PTA President **may not** serve on the committee. All members should have an opportunity to nominate or be nominated for the committee. The principal shall not serve on the Nominating Committee. If not elected to the committee, others may serve in an advisory capacity. Members of the committee should be fair, ethical, and impartial when evaluating people, have tact, discretion, and integrity, and keep all deliberations confidential.

**The committee is elected** by the General Membership, as described in Article X, Section 5 of the LAPTA Local Unit Bylaws Template, May 2022 revision, which also states the number of people to be elected. It is always an uneven number. The Secretary should read those portions of the Bylaws pertaining to the nomination and election of officers to the entire membership before the election of the committee. Elect the committee at least one month prior to the election meeting.

**The Nominating Committee shall meet** immediately after the committee members are elected to elect the Committee Chair. Schedule the date, time, and location for the committee meeting(s). The committee should have the Bylaws, Standing Rules, board list, a membership roster, and job descriptions. Matters discussed by the committee are strictly confidential. Committee meetings are open to committee members only. Discussions must be open and honest. No information should leave the committee meeting, even after the officers have been elected. If a member of the committee is running for an office, they may not be a part of the discussion of the office for which they are running. The committee shall review all sections of the Bylaws relating to the duties of the Nominating Committee including the month of the election meeting.

**When selecting nominees**, the committee shall review all sections of the Bylaws and Standing Rules relating to officer duties. They shall solicit suggestions for nominees from the membership, current Board members, and staff. Consideration candidate qualifications and choosing the best person for each position are vital. Individuals currently serving in a position are not automatically allowed to repeat in that position.

The committee may contact prospective candidates during the committee meeting to explain the duties. Prospective candidates for officer positions should be somewhat knowledgeable about PTA, willing to attend training, enthusiastic for the PTA vision, mission, and purposes, and willing to commit the time necessary for the position. Allow time for a candidate to consider the position before asking for their decision. Treat all candidates in a fair and consistent manner. If the committee cannot secure a nominee for a position, it remains "open," and the President calls for nominations for that position from the floor at the election meeting.

Make committee decisions by ballot and majority vote. Select one nominee for each officer position and be prepared to state qualifications of nominees. Prepare a written report signed by all committee members who agree with the report. A sample report is at the end of this section. Reconvene the committee if a slated candidate withdraws.

**The committee shall present the report** to the Board for information only. The Committee Chair may present the report to the current PTA President as a courtesy, prior to presentation to the Board. Publish the Nominating Committee Report at least seven days before the election meeting. Present the report at the election meeting which is usually read by the Committee Chair. The Nominating Committee is dissolved once the report is read. The report is passed to the President, who opens the floor for nominations and conducts the elections. Only a member who has not signed the report can nominate from the floor.



# NOMINATING COMMITTEE REPORT

The Nominating Committee of the \_\_\_\_\_ PTA/PTSA submits  
the following slate of officers for the year \_\_\_\_\_:

For President: \_\_\_\_\_

For Co-President: \_\_\_\_\_

For Vice-President: \_\_\_\_\_

For Second Vice-President: \_\_\_\_\_

For Treasurer: \_\_\_\_\_

For Secretary: \_\_\_\_\_

For [Other]: \_\_\_\_\_

*In the event the committee cannot secure a nominee for a position, it remains "open."*

Members of the Nominating Committee:

_____ Name	_____ Signature	_____ Date
_____ Name	_____ Signature	_____ Date
_____ Name	_____ Signature	_____ Date
_____ Name	_____ Signature	_____ Date

*Nominating Committee members sign the report if they agree with the nominations. Members not in agreement with the recommended slate of officers may not make nominations from the floor.*

*Retain this official report as part of the Secretary's minutes.*