

Nominating Committee

Q&A

Q. What is a PTSA Nominating Committee?

A. A nominating committee is a group of individuals responsible for selecting qualified candidates for leadership positions.

Q. How many members are on a nominating committee?

A. Each unit has different criteria for formulating the committee. That information can be found in the unit or council by-laws. There should always be an odd number of members. Ex. 3,5, etc.

Q. Who is in charge of the committee?

A. The members of the committee select a chairman.

Q. What is the responsibility of the chairman?

A. The chairman sets up the initial meeting of the group, makes all of the phone calls to the candidates and announces the slate of candidates for office at the designated time.

Q. May the President of the Unit or of Council select the chairman of the committee or any of its members?

A. No.

Q. May the President suggest any potential candidates?

A. No.

Q. What is the President permitted to do?

A. Nothing! The President is never allowed to be involved in the work of the committee, even in an unofficial capacity.

Q. When is a nominating committee formed?

A. Each unit's by-laws specify when the committee is organized. Most units do this rather early in the school year.

Q. Why are the committees formed so early?

A. Each member of the committee needs time to observe and evaluate potential candidates.

Q. As a member of the nominating committee what should I be prepared to do?

A. You will need a copy of your Unit by-laws and this copy of the nominating committee guidelines. You should arrive at the meeting with a potential list of candidates and be prepared to explain why each is qualified.

Q. Who is qualified to be a candidate?

A. Consult your by-laws for the requirements necessary for each office. Consider that person's commitment to PTA, their past performance and your expectations of them in the future. Candidates must be a member of PTA but they need not be a parent.

Q. How many meetings are necessary?

A. One meeting for sure! At this meeting a list of multiple candidates for each office should be prepared. In the event that a potential candidate declines the nomination, the chairman of the committee may then ask the next person on the list to consider that position.

Q. What should the chairman say when contacting the candidates?

A. The chairman should read the duties of the office (from the by-laws) to the candidate. This gives that person an idea of what is required and expected. Never say there isn't much to do. Each office requires commitment and a sense of responsibility. Make the candidate realize the importance of your request and the honor implied in your asking.

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Q. What if the chairman asks a candidate to accept one office and that person would prefer another?

A. The committee needs to be prepared for this possibility. If the committee feels a particular candidate is well qualified in several areas, that name could appear under different categories. However, the chairman needs to explain to the candidate that this option is only available if the other person(s) which the committee has selected declines the nomination.

Q. Can the committee select officers who are currently on the Board?

A. Yes. As a courtesy, the chairman of the nominating committee should call the person holding that position and ask if they would be interested in continuing in the office. Unit by-laws state how long a person may hold a particular office.

Q. If I am interested in becoming an officer, should I volunteer to be on the nominating committee?

A. Although there is no rule to prevent a member of the committee from being nominated, for the sake of harmony in the unit it is not recommended. Instead, make your intentions known to a member of the committee or put your name on the sign up sheet each unit circulates.

Q. What if the committee decides that one of its members is a good candidate for office?

A. If this should happen, it is recommended that this member resign from the committee and the next alternate be called to serve as a member.

Q. What happens if the chairman contacts all potential candidates and one or more offices are left unfilled?

A. The committee must reconvene to select one or more candidates for that office.

Q. If the committee has trouble convincing an individual to run for the presidency, should the committee consider the idea of a co-presidency?

A. According to generally accepted parliamentary practice, only one person may be elected to serve in any one office. Robert's Rules of Order Newly Revised does not recognize "co-officer's." In PTA only one name may be listed for each office and only one individual may vote. A second individual cannot be listed for any office and forfeits the right to vote. The state PTA does have authority to grant exceptions when circumstances require it. However, if an exception is requested and granted, only one person shall be designated as the official contact person for the state and National PTAs, and only one set of materials will be sent to the person so named. If the membership feels the need for additional offices, it should establish additional positions of vice- president or chairman. *PTA Handbook, pages 24-25.*

Q. May I serve on more than one nominating committee? i.e., elementary school and council, junior high and senior high, etc.

A. Again, although there are no firm and fast rules, in the interest of fairness, it is not advisable.

Q. What if a candidate resigns before the slate is voted upon?

A. The committee needs to reconvene and select a new candidate unless the committee still has a list of possible candidates from the initial meeting.

Q. What if an officer resigns after election but before the beginning of the new school year?

A. The committee needs to reconvene.

All discussion among committee members is strictly confidential. No information is to travel outside the committee. However, as a courtesy, the President of the Unit or Council and the Principal of the school should be notified of the slate before it is presented. The chairman should do this after the slate has been finalized.