

Nominating Committee Guidelines for Executive Boards

In an effort to assist Local Units with the proper procedure concerning the nominations process and the Nominating Committee, the following fact sheet should be used. Most information contained in this document is according to the Pennsylvania PTA bylaws and Robert's Rules of Order, Newly Revised, 11th Edition. (From Summer Leadership Conference, August 2012) The rest is the revised Mt. Lebanon City Council PTA Nominating Committee Guidelines.

Be sure to have a copy of your bylaws handy and refer to the section titled, "Officers".

How is the Nominating Committee Formed?

The Nominating Committee is **elected, not appointed**, from members of the Local Unit or Council at a General Membership Meeting and in accordance with any guidelines listed in the bylaws of the organization. The President of the Local Unit or Council shall not, ever, be an elected or ex-officio member of the Nominating Committee. The President also shall not appoint the nominating committee.

The Local Unit or Council bylaws specify the number of members (always an odd number) to be elected to serve on the Nominating Committee and at which meeting the committee is elected. Any member who has paid current membership dues is eligible to serve on the Committee. The Principal may serve on the Committee if elected as any other members. The only person not permitted to serve on the Committee is the current PTA President.

You may advertise to membership that the Committee is to be elected at an upcoming meeting and that nominations for Committee members will be taken from the floor at that meeting. The PTA members at the General Membership Meeting may nominate eligible candidates from the floor. A candidates' consent must be secured before they may be nominated. A candidate does not have to be present to be nominated, but the person nominating them should have the consent of the nominee prior to the nomination.

What skills should Nominating Committee members possess?

- Fair, ethical and impartial judgment when evaluating people or situations
- Ability to listen and ask penetrating questions
- Ability to keep confidential information
- Understanding of PTA Mission, Purposes, and plans
- Understanding of how to build skill sets by position

Conducting the Election of the Committee

Once all nominations to the Committee have been made, proceed with an election of the committee. See last page of this document and separate documents: **MtL Council Voting Guidelines and MtL Council Tellers' Committee Instructions.**

Charging the Committee

Immediately following the end of the meeting that the Committee is elected at, they should be charged with their duties. They should be given a copy of the Nominating Guidelines of Mt. Lebanon City Council PTA, a current copy of the bylaws, standing rules and any other job descriptions that your unit uses, and a blank Nominating Committee Report form. Ideally you should have a binder prepared with all of these documents.

Important Information Regarding Terms of Officers

A common mistake that is made during nominations is how long a term is. Most of Mt. Lebanon PTAs have a term equal to one year (Washington Elementary has two years). A member may serve two consecutive terms or two consecutive years (WES can serve one term).

This is important to note because this means that with the exception of WES, **all officer positions are open each year**. If a member is elected to a first term they are not automatically slated to serve a second term. In most cases they do serve a second term, but it is up to the Nominating Committee to nominate them to the slate. **The President cannot tell the Nominating Committee or the General Membership that only certain officer positions are to be filled**. She or he can mention to the Nominating Committee that a current officer is willing or interested in serving a second term, but the Committee will determine if they want to ask the membership to consider them for that term.

What is a slate?

A slate means a nominee for each office. If you have three offices to elect – president, secretary and treasurer – a slate is one nominee for each office.

What if the slate is incomplete?

According to PA PTA and Robert's Rules, **the only three officer positions that must be filled are President, Recording Secretary and Treasurer**. All other positions may remain open if eligible candidates are not found. If they remain open during the 30 days between the presentation of the slate and the election, then the Nominating Committee may continue to seek a qualified candidate. If a candidate is found prior to the election, they can run from the floor. If a candidate is not found prior to the election, the election takes place and then the position is termed a vacancy.

How is a vacancy filled?

Vacancies are filled in accordance to the bylaws, usually by the Executive Board electing a member to fill the position. **The Nominating Committee is not to fill such vacancies**.

If an officer resigns after the election has been held, that is also considered a vacancy in office and once again the bylaws define how the vacancy is filled. It is not the job of the Nominating Committee to fill such vacancies.

Presenting the Slate

The slate is presented at a General Membership meeting as specified in your bylaws. You must refer to the section titled Officers and determine what your individual unit has defined as the terms for presenting the slate. Some units require "30 days prior to the election", some only state "February", and some say "at least one month after the election of the Nominating Committee". This section will also help you determine when floor nominations are taken.

Does the slate have to sit for 30 days before the election?

Unless your bylaws stipulate presenting the slate 30 days prior to the election, you are not required to do so. The only stipulation that PA PTA makes is that the slate must be presented "at least one month after the election of the nominating committee." Roberts Rules also does not stipulate a waiting period. It has been common practice in Mt. Lebanon to allow the slate to sit for 30 days, but that is up to your individual unit if it is not specified in your bylaws.

When does the Committee disband?

The Nominating Committee is a Special Committee, in most instances, that disbands immediately following the Nominating Committee Report being given. An instance when they would not disband is if an incomplete slate is presented. They could remain a Special Committee until the election and continue to seek eligible candidates to fill the slate. If they do work to fill the slate after the presentation of the slate, then they would disband after the election.

Important Reminders

- Always refer to your bylaws, then standing rules.
- The committee is never chosen by the president.
- The committee is not chosen by asking for volunteers.
- The president is never a member ex officio of the Nominating Committee.
- The principal does not serve on the committee unless elected to do so.
- The total number of committee members must be an odd number.
- It is okay to present an incomplete slate.

Script for Electing the Nominating Committee

The election of the Nominating Committee should appear on your agenda under "New Business". *Anything in red italics is language that you can use as a script for conducting your election.*

1. Announce the election.

President The next order of business is the election of the Nominating Committee. The Nominating Committee will prepare a slate of candidates for our upcoming election in March.

2. Appoint someone to record the list of nominees.

You should have someone record the nominees names on either a white board or large piece of paper in the front of the room for members to refer to when preparing their ballots. If your bylaws require certain categories of nominees (i.e. Board members, grade levels, etc., the nominees should be categorized as such.

President The chair appoints _____ to record the nominees. (a logical choice would be the secretary).

3. State requirements for members and open the floor to nominations.

Prior to opening the floor for nominations you should state the qualifications required for serving on the committee. These should be in your bylaws in the section about the NC.

President In order to either nominate a committee member or serve on the committee, you must be a member of this PTA.

- *If the nominee is present you will be asked to give your consent to being nominated.*
- *If you wish to nominate a member who is not present you must have their consent from them.*
- *Nominations do not need to be seconded.*
- *If your bylaws call for alternates to be elected, then note the following:*
 - *Alternates will only join the NC if another member is unable to attend the meetings and fulfill their duties as a NC member.*
 - *Once an alternate joins the NC, the person they replace is removed from the NC.*

The floor is now open for nominations.

Sample Nominations:

Member 1: I nominate Sue Smith.

President: Sue are you willing to serve?

Sue Smith: Yes.

President: Thank you, any further nominations?

Member 2: I nominate Sally Swan. She could not attend this meeting, but she gave me her consent.

President Thank you. Further nominations?

This continues until members stop nominating candidates.

4. Close nominations.

President Hearing no further nominations, the nominations are closed. We have (number) names in nomination: read all names

5. Conduct the election.

If there are an equal number of nominations as are required you can do a voice vote otherwise you will need to do a ballot vote.

Refer to the MtL Council Voting Guidelines and in the case of a ballot vote, the MtL Council Teller's Instructions for assistance in conducting the election.

6. Report the results.

President: Is the Tellers' Report ready to be presented?

The head teller reads the report to the membership, but does not declare anyone elected.

President: "The Chair declares (names) _____ received a majority vote and have been elected to the Nominating Committee. The NC should see me after the meeting to receive your binder and instructions and exchange contact information.

The report is entered into the Minutes and becomes official.