

Nominating Committee Guidelines

The Nominating Committee is responsible for selecting qualified, eligible PTA members for leadership positions. The Nominating Committee members should be familiar with the association's bylaws, standing rules, and all job descriptions for the seats they are responsible to seek candidates for. Each Committee member should review these guidelines.

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. **Important: Co-officers or co-presidents are not recognized by PTA.**

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.

Nominating Committee Chair

If the bylaws do not designate who the Chair is, the members of the Committee select their own Chair from the members elected.

When selecting a chair, consider their demonstration of:

1. Ability to facilitate and resolve difficult discussions
2. Fairness and objectivity through role modeling
3. Ability to hold information in confidence
4. Non-bias behavior within their role at the PTA
5. Integrity and ethical behavior

The chair's responsibilities include:

1. Setting the first meeting date, time, and place. Hold the first meeting early enough to allow for a second and third meeting, if necessary.
2. **Making all of the phone calls to the candidates. (It can become very troublesome if you have multiple committee members making phone calls.)**
3. Announcing the slate of candidates for office at the designated time in the bylaws.

Alternates to the Committee

If the bylaws provide for alternates to the Nominated Committee be elected, once an alternate is placed on the Committee because a member is absent, the alternate becomes the regular member of the committee and the person absent is no longer a member of the Committee.

Conducting Nominating Committee Meetings:

- Conduct the meeting only if a majority of the committee is present. All committee members should be present at the meeting, if possible.
- Make sure to have on hand a copy of the unit bylaws, standing rules and any job descriptions that the executive board may use.
- Allow sufficient time to interview, study and discuss candidates.
- **Refer to unit bylaws (sections titled "Officers" and "Duties of Officers") and standing rules to determine whether each candidate meets the particular officer requirements outlined in the unit bylaws.**
- Matters discussed by the Nominating Committee are strictly confidential. No names should be revealed until they are released according to established procedures.
- **Committee members themselves may be nominated for office, and do not have to leave the Committee.** To require members to leave the committee would mean, first, that service on the nominating committee carried a penalty by depriving its members of one of their privileges; and second, that appointment or election to the nominating committee could be used to prevent a member from becoming a nominee. If a Nominating Committee member wishes to be nominated, it is accepted to ask that person to leave the room during the deliberations of that position, but must be permitted to reenter the room when the committee is making their decision.
- Committee meetings are only open to committee members. Discussions must be open and honest, and above all, confidential. Should confidentiality be breached, it is the chair's responsibility to counsel the member. If the chair breaches confidentiality, it is each member's responsibility to bring it to the attention of the President.
- Candidates may contact an outgoing officer to gain specific information on job responsibilities and time commitments required of that particular office. It is understood that the outgoing officer will keep the conversation confidential.
- In contacting potential nominees, the nominating committee chairman should:
 1. Give a clear indication of the responsibilities of the office and how much time may be involved.
 2. Include any expectation of officer representation at leadership training workshops.
 3. Never try to talk a reluctant individual into accepting a nomination.
 4. Never try to "fill the board" just to have names in place.

First Meeting:

- Determine a target date for completion. Consider PTA meeting date where slate of officers will be presented to membership. In Mt. Lebanon, all units elect in March and present a slate in February. You can confirm by referring to the bylaws section titled "Officers".
- Develop a candidate search list and determine how contacts will be made. Potential nominees should include PTA members who represent the varied makeup of the school and parent community.
- Refer to the unit's bylaws (section titled "Duties of Officers" and standing rules for job descriptions for each elected position. Your unit may also have separate job descriptions that they provide you with. Determine if potential candidates meet the officer requirements outlined in the various documents.
- Set the next meeting date before adjourning.

Second Meeting

- If needed, conduct interviews. Ask the same questions of all candidates per position. For example, ask all treasurer candidates the same questions. These questions can be different or the same as the questions you ask of the secretary candidates but ask all the secretary candidates the same questions.
- To be selected, a candidate must receive the majority vote of the committee.
- If a complete slate of officers has been selected, complete a Nominating Committee Report, listing all nominees and positions. Date, sign and present one copy to the Board after you have presented it at the General Membership meeting.

When the slate is complete:

- The Nominating Committee prepares and presents a report listing the nominees for each office for presentation at the General Membership meeting as per the bylaws. At this time nominations will also be taken from the floor in accordance with the bylaws. The President will run the floor nominations.
- The list of nominees presented by the Nominating Committee and any candidates nominated from the floor is posted in accordance with that unit's bylaws, standing or custom rules. This may mean posting on the local unit's website, listing in their newsletter, and/or posting on their bulletin board prior to the election of officers.

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 in the slate 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 and once again the bylaws define how the vacancy is filled. It is not the job of the Nominating Committee to fill such vacancies.

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.