

High School PTSA
Nominating Committee Procedures

Nominating Committee

The nominating committee is one of the most important committees in our PTSA unit. It is essential that the members of the nominating committee include experienced on-going leadership as well as newer members.

The nominating committee composed of five (5) members will be **elected** at the regular PTA meeting in January.

- a. The committee shall elect its own chair who will organize the meetings and present the slate at the February meeting.
- b. The nominating committee shall nominate an eligible person for each office that needs to be filled and report its nominees to the general membership in February.
- c. Only those individuals who have met the qualifications as outlined in Article VIII, Section 4 (below) of the by-laws and who have signified their consent to serve, shall be nominated for, or elected to, such office.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the **Mt. Lebanon High School PTSA**:

- #a. Each officer shall be a member of this local PTSA.
- #b. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.
- #c. No person may serve in more than one elected position in this PTA simultaneously.
 - d. Each officer of this PTSA (except the 4th Vice-President) shall have been a member of this PTSA or another PTA/PTSA in the Mt. Lebanon School District for one (1) month.
 - e. No officer may be eligible to serve more than two (2) consecutive terms in the same office.
 - f. To be eligible for the presidency a person must have served on the executive board of this local unit or any other local PTA unit and/or served as a committee chair at any Mt. Lebanon local PTA unit for one (1) year.
 - g. The fourth Vice-President shall be a member of the administration of Mt. Lebanon High School, ideally the principal.

Who is eligible to serve on the Nominating Committee?

Any member who has paid current membership dues in the local unit is eligible to serve on the nominating committee. The principal may serve on the Nominating Committee if elected as any other member. **The current PTA President may not serve on the Nominating Committee.** Likewise, the President is never allowed to be involved in the work of the nominating committee, even in an unofficial capacity. All members should have the opportunity to nominate or be nominated for the committee.

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

After the committee is elected, the committee will elect their chair.

- 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 February PTSA meeting.

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 a copy of the nominating committee guidelines.
- Allow sufficient time to study and discuss candidates.
- **Refer to unit bylaws and standing rules to determine whether each candidate meets the particular officer requirements outlined in Article VIII of 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, but it is recommended that this member resign from the committee and an elected alternate will fill the open position on the committee.**
- 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 PTSA meeting date where slate of officers will be presented to membership.)
- Develop a candidate search list and determine how contacts will be made. Potential nominees should include PTSA members who represent the varied makeup of the school and parent community.
- ~ Always ask current officers if they want to serve a second year. (Don't ever assume)
- Refer to the unit's bylaws and standing rules for job descriptions for each elected position and to determine if potential candidates meet the officer requirements outlined in the bylaws.
- 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.
- 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 PTSA Board upon completion. Retain another copy to read at the election of officers 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 PTSA meeting in February. It is also recommended that the Nominating Committee chair read a short bio on each candidate as they are presented to membership.
- The list of nominees presented by the Nominating Committee and any candidates nominated from the floor is posted on the local unit's PTSA website for 30 days prior to the election of officers.

Dissolution of Nominating Committee:

A nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until the election of officers is complete. If a nominee withdraws before the election occurs, the Nominating Committee shall present another nominee. The dissolution of the Nominating Committee will be announced by the President after the election of officers takes place.

Common Nominating Committee “Mistakes”:

- Forgetting to elect the Nominating Committee in enough time to complete its work as outlined in the local unit’s bylaws.
- Failing to provide advance notification to the general membership about when the Nominating Committee will be elected.
- Failing to apprise all members of their eligibility to potentially serve as an officer or on the Nominating Committee.
- Selecting members for offices without first determining what skills and qualifications they have for the position.
- Not actively recruiting new members for leadership positions.
- If you are not sure of something, chances are the answer is found in your local unit’s bylaws or standing rules.