

## Report of the Committee

The committee presents its report upon completion of its selection of the slate of officers **at least one month** prior to the election unless otherwise specified in the bylaws. All members of the committee should sign the report to indicate their agreement that nominees have been selected according to the established guidelines. Check unit bylaws for specific requirements.



The committee chairman presents the report of the committee to the membership. After the nominating committee reports, additional nominations may be made from the floor by a voting member, for any office, and do not require a second. If other persons are nominated, their names are added to the list for election. After ample time has been allowed, the presiding officer (the president) declares the nominations closed.

## Nomination Committee Dismissal

The nominating committee is automatically dismissed when its report is formally presented to the membership. If one of the nominees withdraws before the election, the committee should seek another candidate.

## What do your Bylaws tell you?

- When the nominating committee is to be elected.
- How many members should be on the committee.
- The role of the parliamentarian.
- When and to whom the committee is to report.
- Which officers are to be elected.
- The time line for nomination and the election process.
- The eligibility requirements for each office, how long a candidate must be a member, how many terms they can serve, etc.
- The duties of each office.
- The date the new officers will assume their duties.



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## Why is the Nominating Committee Important?

The future of your PTA is in the hands of the nominating committee. This makes it the most important committee in PTA. It is this committee's job to select the nominees who will lead your PTA in the coming year.

The nominating committee is elected. Your bylaws should state how and when the nominating committee is elected. The president may not appoint the committee and may not be a member or attend its meetings.

Elected members of the nominating committee should be:

- Knowledgeable about PTA.
- Aware of the qualifications necessary for each office.
- Aware of the eligible, qualified, and willing nominees.
- Willing to set aside adequate time to do their work with care and without haste.
- Aware of the importance of their assignment.
- A representative of your membership.



## How does the Nominating Committee Function?

A time and place for a nominating committee meeting should be as soon as possible and a chairman elected. This meeting should allow time to discuss all selections prior to the election.

All discussions of the nominating committee should be confidential. Qualifications of each suggested nominee should be carefully considered. Membership lists should be checked to be sure nominees have paid dues and are eligible to hold office. (If a committee member is nominated, they should excuse themselves while their nomination is being considered and then return to vote.) A copy of the bylaws should also be at the meeting.

## Qualifications for Nominees

It is essential that the nominating committee consider the following qualifications for nominees:

1. Knowledge of and commitment to the goals and objects of PTA.
2. Ability and willingness to fulfill the duties of the office.
3. Leadership preparation.
4. Past experience and performance.
5. Ability to work well with others, especially other nominees being considered.
6. Dependability and availability.
7. Organizational skills.
8. Promotional skills.
9. Time to devote to the office.

ALL DISCUSSIONS SHOULD BE KEPT STRICTLY CONFIDENTIAL,  
EVEN AFTER THE OFFICERS HAVE BEEN ELECTED.

## Nomination for Officers

It is the responsibility of the nominating committee to select one nominee for each office to be filled. A person's nomination may be submitted in writing or by a voice nomination. Whichever method is employed, the election of the nominee must be done by ballot, a majority vote of the committee being necessary for selection.

## Contacting the Nominee

Each nominee, upon receiving a majority vote of the committee, should be contacted (preferably while the committee is still meeting) to determine if he/she is willing to serve in that office. The nominee should be informed about the duties of the office. Consent to serve, if elected, should be secured. A nominee who declines nomination should be cautioned not to divulge that he/she was contacted.

