

NOMINATING COMMITTEE



Washington State

PTA[®]

everychild.one voice.

**LEADERSHIP
PACKET** 7

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WASHINGTON STATE PTA

The Purpose of a Nominating Committee

The charge of the Nominating Committee is to recognize and recruit the most qualified people for the positions available. It is the most important committee in PTA. Having qualified people step into leadership positions in a local unit, council, region or at the state level will ensure success for many years into the future. The work of this committee is paramount to fulfilling our mission as PTAs.

Nominating Committees must be elected by the general membership. Committee work includes holding confidential meetings, reviewing nominations, and searching for the best qualified candidates for leadership roles in your PTA.

When selecting good candidates for your nominating committee, look for people with high qualities of tact, integrity, discretion, and someone who will hold one's counsel (capable of standing up for what they believe in), sound judgment and skill in evaluating possible nominees by being familiar with the needs of your PTA are essential. Confidentiality is a must as committee members will hold extremely honest discussions and must agree to only announce the names of the nominees, not the conversation around those choices or the names that were not submitted for nomination.

The sooner the nominating committee is elected the better so they can begin their work. Consider electing your nominating committee at the first general meeting in the fall so they can keep their eyes open for candidates all year long. To plan backwards from deadlines keep in mind officers must be elected before April 30th to be in compliance with the WSPTA Bylaws. The Nominating Committee also must make its report to the general membership 15 days prior to the election and all candidates nominated must be a PTA member. Elected officers must have been a PTA member for 30 days before being elected.

Being a member of this committee is an honor given to you by your membership because they believe in your judgment and have confidence you will keep the best interest of your association in the forefront. Celebrate this committee and continue the great work you all do each day for children and youth.

This booklet provides detailed information on how to elect a Nominating Committee, how the Nominating Committee seeks and selects qualified nominees for PTA leadership, and answers the frequently asked questions regarding the duties of the Nominating Committee.

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Electing a Nominating Committee

The members of the Nominating Committee have a tremendous influence on the future of your PTA unit/council and should themselves be very carefully selected. **This is an elected committee, not** one appointed by the president or selected by asking for volunteers.

Nominating Committee members are viewed as wise, tactful, circumspect, persuasive, and as having broad acquaintance with the membership. **Members of the Nominating Committee should be elected on merit and ability -- never on popularity.**

Members of the Nominating Committee themselves are not barred from becoming nominees for elected office. Thus, committee members cannot be deprived of the right to hold office by being elected

to the Nominating Committee. No person, however, may serve on this committee for two consecutive years.

Candidates for the Nominating Committee must have been a member of the PTA unit for at least 30 days prior to the election of the Nominating Committee.

The Nominating Committee is to consist of at least three (3) members from a list of five (5) or more nominated from the floor.

The "Uniform Bylaws of the Washington State PTA" [Article 5, Section 5 (a) I] **REQUIRE** that the Nominating Committee be elected by ballot at a general membership meeting **at least thirty (30) days preceding the election of officers.** This committee should never be appointed by the president nor be selected by asking for volunteers. No member should serve on this committee unless elected as specified in the bylaws. The president is **not** eligible to be elected to, or serve on the Nominating Committee and may have no part in their deliberations.

Personal and General Qualifications

Nominating Committee members should display the following characteristics (Not in order of ranking importance)

- Interest in and enthusiasm for the purposes and programs of the PTA unit/council.
- Willingness to work and devote considerable time to the furthering of the purposes and programs of the PTA unit/council.
- High qualities of tact, integrity and discretion; ability to hold one's own counsel.

- Courage to express ideas and to defend one's convictions.
- Sound judgment and skill in evaluating possible nominees.
- Knowledge of the PTA unit/council goals.
- General knowledge of potential candidates' qualifications and abilities.
- Member in good standing for at least thirty (30) days prior to the election of the Nominating Committee.

Nominating Committee Meeting

After the election of the Nominating Committee, the committee should set a time and place for an initial meeting to establish a timetable and to begin the consideration of PTA members as potential nominees. An early first meeting will help make sure that sufficient time is given to consideration of all recommendations and suggestions.

The Nominating Committee needs the following

information from the Board of Directors:

- Date of the general membership meeting where elections will be held,
- Date the nominating committee report is due to the members,
- Nominating Committee handbook,
- Membership roster.

Selecting the Nominees

The committee's major role and responsibility is to **nominate the best qualified candidate(s) for each office.** Give careful consideration, both as an individual and as a committee, to the requirements and scope of the offices to be filled as well as to the qualifications and abilities needed to fill them, and match these to the members.

The committee should ask for recommendations

from PTA board members and from the PTA membership. Regardless of the number of times a name is recommended, that individual must be evaluated equally and by the same criteria as all other possible nominees. **The committee is not required to select nominees only from the recommendations it receives.** The committee is obligated to seek out all people who would best

serve the PTA unit/council in a particular office. (A sample recommendation form can be found on page 7 of this publication.)

Secure a copy of the current membership list so due consideration can be given to all qualified members.

A presidential nominee should not be asked whom he/she would like for running mates. This decision rests with the Nominating Committee. Nominees for vice president, secretary, or treasurer should be selected with the same care as a presidential nominee.

Selection of nominees should be an orderly process. Open and frank discussions about potential nominees must be held between members of the Nominating Committee.

These discussions must be kept strictly confidential, and no information, including the reasons for accepting or rejecting a recommendation, should ever leave the committee meeting.

The Nominating Committee should not meet to consider any potential nominee unless **all committee members have been notified of the meeting.**

NOTE:

Article 5, Section 6 of the Uniform Bylaws of the Washington State PTA outline the eligibility requirements for a nominee for a PTA unit office, and Article 6, Section 6 outline the requirements for a nominee for a PTA council office.

Criteria For Selecting Nominees

It is important that the Nominating Committee carefully consider each potential nominee. The well-being of the PTA unit/council must be the top priority. The following criteria should be considered and evaluated.

The potential nominee:

1. Must be a PTA member.
2. Must be enthusiastic and supportive of the PTA unit/council.
3. Must believe in the objects and purposes of PTA and believe that PTA is the best organization for working for children and youth.
4. Should have previous experience in PTA, though

other organization work may also be considered.

5. Should have knowledge of the PTA organization and its role in the school and community.
6. Should be relied upon to give PTA a satisfactory level of priority and commitment.
7. Should have a good relationship with people.
8. Must be fair and objective and able to subordinate personal interests to the interests and well-being of the PTA unit/council.
9. Should have vision and be innovative.
10. Must be at least 18 years old to be elected as a PTA officer.

Contacting Nominees

Potential nominees should be contacted only when agreed upon by the committee. If possible, this should be done while the committee is in session.

The Nominating Committee must be prepared to give the potential nominee a fair statement of what is expected of the office and the amount of time it might in-

volve. The committee should have a printed job description which it should send to the potential nominee. A potential nominee should be told that part of the responsibility of office is to attend leadership meetings, including training workshops and the State PTA convention. Those elected take office July 1st.

Nominating Committee Report

A written and signed report of the Nominating Committee must be submitted to the PTA unit/council membership at least fifteen (15) days prior to the election (*Washington State PTA Uniform Bylaws*, Article VI, Section 3 [a]).

The written report of the nominees should be signed by all the Nominating Committee members.

The report is read to the PTA membership, by the Nominating Committee chair, just prior to the election. After the report is read, additional nominations may be made from the floor of the meeting by any PTA member. The Nominating Committee is automatically discharged when its report is presented to the membership.

For a sample Nominating Committee Report, see the back page of this publication.

Local Unit Election Procedure (sample)

(NOTE: This is sample wording; individual situations may vary.)

PRESIDENT:

"The next business before the unit is the election of officers. The Secretary will please read that section of the bylaws pertaining to the election of officers." (The secretary would then read, from the WSPTA Uniform Bylaws, articles related to elections: Article 5, Section 6 for local PTA units; or Article 6, Section 6 for PTA councils). "In accordance with the WSPTA Uniform Bylaws, we will proceed with the election of officers."

PRESIDENT:

"We will now hear the report of the Nominating Committee."

CHAIRMAN of the NOMINATING COMMITTEE:

"Madam/Mr. President, (pause for recognition), the nominating committee places in nomination the following:

For president: _____
For vice president: _____
For secretary: _____
For treasurer: _____."

Signed _____, Chairman

The chairman then hands the written report to the president and retires to her/his seat.

PRESIDENT:

"The nominating committee has named the following persons as candidates for offices of the PTA/PTSA for the coming year:

For president: _____
For vice president: _____
For secretary: _____
For treasurer: _____."

"_____’s name has been placed in nomination for the office of president. Are there further nominations from the floor?" (Always allow plenty of time.)

Note: A person does not have to be present to be nominated from the floor. However, they must give their permission to be nominated.

If, after waiting a reasonable time, no other nomination is forthcoming, the president may close nominations by a general consent motion, in the following manner:

PRESIDENT:

"Hearing no further nominations for president, if there are no objections, (pause) the chair declares the nominations for president closed."

This procedure is followed for each office in sequence in which the nominations were made.

Candidates should be introduced and names listed on a flip chart or other visual aid. The vote is then taken. The bylaws provide that when there is but one candidate for each office the vote may be by voice, but in the event that someone is nominated from the floor or a double slate is presented by the nominating committee, it becomes necessary for the chair to appoint tellers who are instructed to take a count of those **members eligible to vote (those whose membership service fees have been paid for the current year)**. They also distribute, collect and count the ballots and report to the unit the results of the vote. A majority of those voting is necessary to elect.

The following example illustrates the form in which tellers’ reports should be made:

Members present eligible to vote 42
Number of votes cast 40
Necessary to elect 21
(More than half the legal votes cast)
For president:
Mrs. B. received 26
Mr. A. received 12
Mrs. C. received 2

This process is followed for each office.

Signed: _____

(Tellers) _____

Every name for which a vote has been cast must be reported, the one receiving the largest vote for each office being stated first. **The tellers never announce who is elected. Their report is given to the president who makes the announcement.**

The president declares who is elected as follows:

PRESIDENT:

"The officers you have elected for the _____ PTA for 20__ to 20__ are:

President: _____,
Vice President: _____,
Secretary: _____,
Treasurer: _____."

The votes cast for each office must be preserved until it is apparent the results will not be challenged, so that if the election is questioned, the vote may be verified by a recount.

NOTE: Now that your officers are elected they must be entered into WSPTA’s online enrollment system. For enrollment instructions, please contact the WSPTA office by email support@wastatepta.org or telephone 1-800-562-3804.

Frequently Asked Questions

Nominations from the Floor

Q: What if a person who wants to be president is not nominated by the Nominating Committee?

A: Every qualified person has the right to be nominated from the floor in the event (s)he wants to run for an office and is not on the slate of candidates offered by the Nominating Committee. This is a protection which assures that if any member feels the Nominating Committee ignored the best qualified candidate for a position, then that person can still be nominated and run for the office. The choice of who is elected rests, as always, with the membership.

Purpose of the Nominating Committee

Q: Why is the Nominating Committee elected? ‘

A: This committee is elected to give the membership the choice on who it believes is best qualified as future leaders of the PTA. Election by the membership to the nominating committee is a very high honor. This is the one committee on which the president is not an ex-officio member.

Q: What is the duty of the Nominating Committee?

A: The responsibility of the committee is to identify, recruit and nominate the best qualified candidate for each elected position. To do this, the committee members must be committed to PTA; be willing to invest time into making it the best possible organization; and, be capable of holding frank, honest, candid discussions about the potential nominees knowing that all conversations are confidential.

Qualifications of Nominees

Q: One of the children of the individual who has been nominated for office was just convicted of armed robbery. Should that nominee be asked to step aside so someone else can be nominated?

A: No. The crimes of one individual are not the crimes of another. The crimes of the child are not the crimes of the parent.

Q: If a member of the Nominating Committee has knowledge of theft by a nominee — should they share that information with the committee? (For example, they were in scouts together and

the person running for office was convicted of embezzlement of scout funds.)

A: Absolutely. The committee needs this information to determine the best qualified candidates for the PTA.

Principal's Role

Q: The principal wants to run for PTA president because he wants to force the PTA to raise funds to buy school supplies and other things. What can be done?

A: Interference in the corporate affairs of a private, non-profit association is serious. However, any member has the right to run for an office. If this individual is the wrong person and will damage the organization, the members will need to elect a better qualified candidate. If this principal is using his position to intimidate members, then contact your region director or the State PTA office for assistance. It is also a conflict of interest for the principal to be elected president of the PTA.

Timeline for Nominating Committee

Q: When is the Nominating Committee elected?

A: The sooner the nominating committee is elected the better so they can begin their work.

Nominating Committee Members Being Nominated for Office

Q: Can you be a nominee for office if you are on the Nominating Committee?

A: Being a member of the Nominating Committee does not mean you may not be considered as a nominee for office.

Nominee's PTA Membership Requirements

Q: How many days does a candidate for office need to be a PTA member before being selected for nomination by the Nominating Committee?

A: The WSPTA Uniform Bylaws does not specify how many days an individual must be a member before being selected for nomination by the Nominating Committee, however an individual must have been a PTA member for 30 days prior to being elected as a PTA officer.

Sample Form for Seeking Recommendations to the Nominating Committee

For Office of _____

Name _____

Phone _____

Address _____

PTA Background _____

Member since (when individual joined PTA this year) _____

Other Activities _____

Remarks _____

Signed _____

(optional)

Sample Nominating Committee Report

The _____ (insert year) _____ (insert local unit name)
Nominating Committee places the following names in nomination:

For Office of _____ (insert office); _____ (insert nominee)

For Office of _____ (insert office); _____ (insert nominee)

For Office of _____ (insert office); _____ (insert nominee)

For Office of _____ (insert office); _____ (insert nominee)

Respectfully Submitted,

_____ Signature of Nominating Committee Member

_____ Signature of Nominating Committee Member

_____ Signature of Nominating Committee Member