

NOMINATING COMMITTEE 101





REASONS FOR A NOMINATING COMMITTEE

Why

- Required in your Bylaws Article VI Section 3
- To give all members an opportunity to be aware of positions for elections.

Who

- Any paid member of your PTA unit can be on the committee except the president.

When

- At least one month prior to elections.
- Must be done at General Meeting.



THE A-B-C-D ON HOW TO

- Article VI Section 3. Nominating Committee:
- a. There must be a nominating committee elected, composed of 3 or 5 members, the number determined by the association at a regular meeting at least one month prior to the election of officers. The president shall appoint a chair pro tem who shall call the first meeting. The committee shall elect its own chair.
 - You can choose 3 or 5 members (odd numbers so there aren't ties) It is suggested to elect alternates too.
 - A regular Meeting is a General Meeting and must be one month or more before date of elections
 - The current president will appoint a temporary chair for the first meeting, once committee meets they can elect another chairperson.



B - THE “HOW” TO

- b. The nominating committee shall nominate one person for each office to be filled and report its nominees at the election meeting at which time additional nominations may be made from the floor. In order to be nominated a person must be a member of this PTA.

- You will create a slate that will nominate one person for each Officer in your bylaws.
 - President, Secretary, Treasurer, and any Vice Presidents listed in your bylaws.
 - This will be read at the elections out loud to the general membership

- Nominations from the floor can be made at the election itself, must be a member at that time.



C - THE “HOW” TO

- c. Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- **You must say yes.** This can be done in person or through written notice. Persons can't be nominated unless they agree.

Now is the
time to say
YES



D - THE “HOW” TO

d. Members of the nominating committee may be elected to office

- You can serve on the nominating committee and still run for office
- If a member of the Nominating Committee is being considered for an office, he/she must leave the room during the discussion and return when the vote is taken. An Alternate will then join the discussion



HOW TO RUN YOUR NOMINATING COMMITTEE

All Committee Guidelines and procedures can be found at the following link:

[Nominating-Committee-Committee-Meetings.pdf \(floridapta.org\)](https://floridapta.org/Nominating-Committee-Committee-Meetings.pdf)