

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. (Article XI Section 5 of Bylaws)

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. Alternates will need to sit in if any of the members of the nominating committee are being considered for a position. That committee members should excuse themselves from the room during discussion.
 - 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 if needed.



B - The “How” to

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- **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. (Florida PTA does not recognize President Elect at local units)
 - 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.



How many Positions do you need to fill?

ByLaws are Your Guide!

- Article VI: Section 2.
 - a. The officers of this association shall consist of a president, _____ (number) vice-presidents, a recording secretary, a corresponding secretary, a treasurer.
 - b. Officers shall be elected by ballot annually in the month of _____. However, if there is but one nominee for any office, election for that office may be by show of membership cards or voice vote. A majority vote shall elect.
 - c. With the exception of the treasurer, officers shall assume their official duties following the end of the school year and shall serve for a term of one year or until their successors are elected. The treasurer shall assume all duties after the books have been audited.
 - d. A person shall not be eligible to serve more than two consecutive terms in the same office.
- Article VII: Duty of Officers
 - Section 2. The vice-president(s) shall act as aide(s) to the president (or as set out in Standing Rules/Policies and Procedures) and shall (in their designated order) perform the duties of the president in the absence or disability of that officer to act.
 - All Officer positions are described in this Article
- Additional officer descriptions including vice president rolls may be described in the policies and procedures or standing rules of your PTA/PTSA



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.
- If you have more volunteers than the allotted members specified, then the general membership will need to vote by paper and have a tally person



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



What to do at/before your first meeting

- Obtain PTA/PTSA bylaws to be sure what positions are to be filled. See if there are policy and procedures in place as this will help you describe duties to interested applicants
- Check the current officers to see if they are eligible to run again, would like to run for another position, or know of anyone that would be a great fit. Administration may know of good candidates also.
- Set a time/place or virtual meeting. This does not need to be in person
- Remember you need to have at least a President, Secretary, and Treasurer elected to be in compliance.



How to run your Nominating Committee

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

- www.floridapta.org
- PTA Leaders
- Nominations and Elections
 - Elections Meeting Information
 - Procedures for Nominations
 - Nominating Committee – Committee Information
 - Script for Conducting Elections

Conducting Your Elections

- **How? Election Meeting Information “Are you ready to conduct your Election meeting?”**
- **What do I say? Nomination Chair will prepare a script – Example of one is under Florida PTA – PTA Leaders – Nominations and Elections – “The Election Meeting Script”**

THANK YOU FOR ALL YOU DO!!!

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- Any questions, concerns, additional training, and support

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