

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
 - 1st GM or 2nd GM is recommended



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 request a motion for 3 or 5 members (odd numbers so there aren't ties) It is recommended to elect alternates too.
 - A regular Meeting is a General Meeting and must be one month or more before date of elections – DO NOT DELAY.
 - 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.

- Create a slate
 - Confirm every person nominated is a member, if they are not you may offer them the opportunity to join.
 - Once the slate is set, you must email it to the president who will have the secretary who will share it with general membership:
 - 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, they 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 cannot 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

ELECTIONS



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REASONS FOR AN ELECTION

Why

- Required in your Bylaws Article VI Section 2
- To give all members an opportunity to be on the Executive Committee.

Who

- Article VI Section 5 – any member who has paid their dues AT LEAST thirty days prior is eligible to vote at the annual election of officers.

When

- In the month(s) designated on your Bylaws Article VI Section 2(b)
- Must be done at General Meeting
- Article VIII Section 1 will state how much notice you must give for the meeting
 - Givebacks Newsletter / Email



THE A-B-C-D ON HOW TO

- Article VI Section 2. Officers and Their Election:
- a. The officers of this association shall consist of a president, _____(number) vice-presidents, a recording secretary, a corresponding secretary, a treasurer.
 - The slate to be presented must have a president, secretary, and treasurer. If at least those three are not on the slate, there can be no election.
 - The maximum number of vice-presidents allowed by FLPTA = 5
 - The election meeting is a General Meeting and you must make sure you provide notice, location, time and all supporting materials. You are permitted to hold your election in person or virtual.



B - THE “HOW” TO

- 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.
- As members arrive, require a sign in sheet and the secretary is responsible for confirming membership.
 - You may also consider requiring registration prior to the meeting.
- Slate is presented
 - If no one runs from the floor, you may move forward by voice vote or a show of hands.
 - If there is a run from the floor, you must pause the meeting to select tellers, distribute voting cards, and you must vote on that position at that moment.



C - THE “HOW” TO

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.

- All officers should hand off their materials in May BEFORE school is over.
- Schedule the date of your summer planning meeting.
- Attend trainings!



D - THE “HOW” TO

d. A person shall not be eligible to serve more than two consecutive terms in the same office.

- You must find your replacement.
 - Section 6 also states that you will serve until a successor is elected or appointed.



SUPPORTING MATERIALS

- Hillsborough County Council PTA:
<https://www.hccptaptsa.org/pta/ptsa%20training%20resources>
 - Local Unit Bylaws
 - Nominating Committee Meeting Guidelines
 - Election Script – Vote Slate as Presented
 - Election Script – Run from the Floor