

These “Quick Tips” are intended only as a reference. Please refer to Georgia PTA’s *Nominating Committee and Elections Guide* for more detailed information.

Who is eligible to serve on the Nominating Committee?

Any member who has paid current membership dues in the local unit is eligible to serve. The principal may serve on the Nominating Committee if elected as any other member. ***The current PTA President may not serve on the Nominating Committee.*** All members should have an opportunity to nominate or be nominated for the committee.

What skills should Nominating Committee members possess?

- Fair, ethical and impartial judgment when evaluating people or situations
- Ability to listen and ask penetrating questions
- Ability to keep confidential information
- Understanding of PTA Mission, Purposes, and plans
- Understanding of how to build skill sets by position

Election of Nominating Committee:

- The membership elects the Nominating Committee, as described in Article VI Section 3 of your bylaws. The bylaws state the number of people to be elected to the Nominating Committee and as alternate(s). It is always an uneven number. If more than the required number is nominated, a ballot vote is required. Only individuals who hold a membership card or are on the membership list may vote.
- Elect the Nominating Committee at least one month prior to the election meeting.
- After the membership elects the committee members, the President appoints a temporary chair.
- The temporary chair, with input from other committee members, sets the first meeting date, time, and place. Hold the first meeting early enough to allow for a second and third meeting, if necessary.

Conducting Nominating Committee meetings:

- Bring the bylaws, membership lists, job descriptions, *PTA Nominating Committee and Elections Guide*, current board membership list, phone book, ballots and pens/pencils.
- Meet where there is access to a phone to contact each recommended person. If possible, contact prospective nominees while committee is meeting. Fully outline the duties of office when contacting potential nominees and give them a clear understanding of responsibilities and time commitment of that office. Refer to Article VII, Sections 1-4 of your bylaws for the Duties of Officers.
- Conduct the meeting only if a majority of the committee is present. All committee members should be present at the meeting, if possible. Notify the alternate if a committee member cannot attend the meeting. When this committee meets with an alternate serving, the alternate will be a member of the committee until the conclusion of that meeting. If another committee meeting is called, that alternate member will continue to serve.
- Allow sufficient time to interview, study and discuss candidates.
- Matters discussed by the Nominating Committee are **strictly confidential**. No names should be revealed until they are released according to established procedures.
- Committee meetings are open only to committee members and alternates. Discussions must be open and honest, and above all, confidential. The alternates may not enter discussion or vote unless asked to serve in the absence of a member. Should confidentiality be breached, it is the chair’s responsibility to counsel the member. If the chair breaches confidentiality, it is each member’s responsibility to bring it to the attention of the President.
- Only a majority of the committee must agree on the nominees.

First meeting:

- Elect a permanent chair. When selecting a chair, consider their demonstration of:
 1. Ability to facilitate and resolve difficult discussions
 2. Fairness and objectivity through role modeling
 3. Ability to hold information in confidence
 4. Non-bias behavior within their role at the PTA
 5. Integrity and ethical behavior

- Determine a target date for completion. (Consider upcoming communications, e.g. newsletter, meetings, programs, etc.)
- Develop a “candidate search list” and determine how contacts will be made. Potential nominees should include PTA members who represent the social and ethnic makeup of the school and parent community. (After the election, it is helpful to pass on a list of those individuals who are interested in a committee to the incoming president.)
- Review and use the following tools to organize your candidate search:
 1. Current bylaws
 2. Current year’s Georgia PTA *Nominating Committee and Elections Guide* (including various sample forms and tools), *Leadership Handbook*, and *Incoming Officers’ Guide* – all are available at www.georgiapta.org.
- Set the next meeting date before adjourning.

Second meeting:

- Conduct interviews. Ask the same questions of all candidates per position. For example, ask all treasurer candidates the same questions. These questions can be different or the same as the questions you ask of the secretary candidates but ask all secretary candidates the same questions.
- If a complete slate of officers has been selected, complete in duplicate, a Nominating Committee Report (available on the website in the *Nominating Committee and Elections Guide*). Date, sign and present one copy to the PTA Board as soon as possible. Retain the other copy to read at the election meeting.
- If the slate is not complete, give a Status Report ONLY to the Board, and continue the process until the slate is complete.

When the slate is complete:

- The Nominating Committee prepares and presents a report for the PTA board meeting and the general meeting, listing nominees for each office. All members of the committee do not have to sign the report for it to be valid, only a majority of the committee. If a committee member does not agree with the report, they do not have to sign it. A committee member who does not sign the report may nominate a candidate from the floor.
- When all nominees are selected and notification is given to the Board, post one copy of the Nominating Committee Report in the school office, or another visible location, at least 10 days prior to the election meeting.

Election meeting:

- The Chair of the Nominating Committee reads the Nominating Committee Report to the general membership (after the secretary reads the portion of the bylaws dealing with the election of officers.) In the event the Nominating Committee cannot secure a nominee for an office, it must report that fact to the PTA.
- After reading the report, the chair hands it to the presiding officer who then conducts the election.
- The presiding officer calls for nominations from the floor for every office.
- File one copy of the official signed and dated Nominating Committee Report with the minutes.

Dissolution of Nominating Committee:

A Nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until balloting for nominees has begun. If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee.

“Common” Nominating Committee Mistakes:

- Forgetting to elect the Nominating Committee at least one month before the election month.
- Failing to provide advance notification to the general membership about when the Nominating Committee will be elected.
- Failing to apprise all members of their eligibility to potentially serve as an officer or on the Nominating Committee.
- Selecting members for officers without first determining what skills and qualifications they have for the position.
- Not actively recruiting new members for leadership positions.
- Assuming that only members who have children in the public school are the best candidates for leadership roles.