This important handbook provides detailed information on how to elect a nominating committee, how the nominating committee seeks and selects qualified nominees for PTA leadership, and answers frequently asked questions regarding the duties of the nominating committee.

1. THE PURPOSE OF THE NOMINATING COMMITTEE

The charge of the nominating committee is to recognize and recruit the most qualified people available for elected PTA positions. It is the most important committee in PTA. Having qualified people step into leadership positions in a local PTA or council 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.

Members of the nominating committee must be elected by the members of the local PTA or council. Committee work includes holding confidential meetings, reviewing nominations, and searching for the best qualified candidates for leadership roles in your PTA.

When seeking effective candidates for your nominating committee, look for people with tact, integrity, discretion, and the ability to stand up for what they believe in. Sound judgment, familiarity with the needs of your PTA and skill in evaluating possible nominees are essential. Confidentiality is required, as committee members will hold honest discussions and must agree to announce only the names of the nominees, not the conversation around those choices or the names that were considered but not submitted for nomination.

Early election of the nominating committee is ideal so the committee can begin its work. Consider electing your nominating committee at the first membership meeting in the fall so they can keep their eyes open for candidates during the year. Plan backwards from deadlines, keeping in mind that officers must be elected prior to the end of the PTA fiscal year (during the months of April, May, or June) to be in compliance with your Local PTA Bylaws and that the nominating committee must report to the general membership 30 days prior to the election. To be eligible for nomination for an elected office in a local PTA, candidates must have been a member of the PTA.

Being a member of this committee is an honor given by your members because they believe in your judgment and are confident you will keep the best interests of your association at the forefront. Celebrate this committee and continue the great work you all do each day for children and youth.

2. BUILD A NOMINATING COMMITTEE NOTEBOOK

Each local PTA or council should have a nominating committee notebook for use by the committee that includes necessary information.

Here is a list of suggested items to include in the notebook:

- Date the nominating committee report is due to the local PTA or council members. (“The Nominating Committee shall select one (1) eligible person for each office. The Nominating Committee shall report its slate of nominees immediately to the president, as a courtesy. Thirty days prior to the general election.”)
membership meeting at which elections are to be held (as provided in Article VI, Section 2 of these bylaws) the members shall be informed of the report of the Nominating Committee.” *As provided in your Local PTA Bylaws*

- Dates of PTA events for the year.
- List of active PTA members. (Member rosters can be downloaded from the NJPTA membership page.)
- A sample recommendation of nomination form. This form will be used by members to recommend candidates to the nominating committee. (The sample form is at the end of this handbook.)
- Contact information for appropriate field service contact or region director (these individuals may be a resource for the nominating committee).
- Copy of the local PTA’s or council’s standing rules.
- Copy of the Local PTA Bylaws.
- Job descriptions for relevant positions.

### 3. ELECTING A NOMINATING COMMITTEE

The Local PTA Bylaws (Article 6, Section 8) *require* that the nominating committee be elected at a membership meeting at least 60 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 Local PTA Bylaws. For local PTAs, the president and principal may not serve on the nominating committee and may have no part in its deliberations. No school or district administrator shall serve on the nominating committee within the district where he or she is employed.

The members of the nominating committee have a tremendous influence on the future of the local PTA or council and should be carefully selected. Nominating committee members are viewed as wise, tactful, 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 are not excluded 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.

The local PTA or council nominating committee shall consist of at least three members (as specified in your Local PTA Bylaws) to be elected by ballot *at least* 60 days preceding the election of officers. The secretary shall record the election process and results in the meeting minutes.

**Examples of Minutes**

President Susie Sample outlined *Local PTA Bylaws* Article 6, Section 8, and asked for nominations. Rick Raring nominated Nancy Name. Nancy accepted. Jane Doh self-nominated. Sara Someone nominated Angelo Always. Angelo accepted. There were no other nominations and a voice vote was held. Nancy Name, Jane Doh and Angelo Always were unanimously elected to serve on the 2016-17 nominating committee. President Susie Sample verified that each individual nominated was a member of the PTA.
4. NOMINATING COMMITTEE MEETING WITH PRESIDENT (or designee)

Immediately after the election of the nominating committee, the PTA president should meet with the committee and give the committee this Handbook as well as the PTA’s or council’s nominating committee notebook.

This meeting should address the following topics:

- The president cannot be involved in the nominating committee process or selection of officers.
- The importance of this committee’s ability to hold its own recommendations and have open and frank discussions about individuals being considered for nomination.
- The importance of confidentiality and what confidentiality means.
- Committee calendar. Review dates as it is best to work back from the relevant membership meeting date.
  - Officers must be elected prior to the end of the fiscal year to be in compliance with the Local PTA Bylaws in the months of April, May, or June).
  - Dates of local PTA or council membership meetings.
  - Date 30 days prior to the membership meeting date when the nominating committee report must be posted.
  - Date of NJPTA leadership convention – useful as a training resource for new officers.

Sample Committee Calendar (Feel free to set up your own calendar based on your meeting dates)

- **February 15** - Nomination recommendation forms due to nominating committee.
- **March 1** - Nominating committee report due to board of directors for review.
- **March 16** - Nominating committee report sent to members.
- **April 16** - Membership meeting where elections will be held.

5. NOMINATING COMMITTEE – QUALIFICATIONS

Nominating committee members must be a member of the local PTA preceding their election, and should possess the following characteristics (not in order of importance):

- Interest in and enthusiasm for the goals, mission and vision of the local PTA or council.
- Willingness to work and devote considerable time to furthering the purposes and programs of the local PTA or council.
- Tact, integrity and discretion and the 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 local PTA’s or council’s goals.
- General knowledge of potential candidates’ qualifications and abilities.

6. NOMINATING COMMITTEE – FIRST MEETING

After being elected, the committee should set a time and place for an initial meeting to establish a timetable and begin considering PTA members as potential nominees. An early first meeting will help ensure that sufficient time is given to all recommendations and suggestions.
The nominating committee needs the following information from the board of directors:

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

At its first meeting, the nominating committee should:

- Select the chair for the committee.
- Verify that all elected nominating committee members are able to serve and complete the work. If a member cannot continue for any reason, he or she must resign. One of the alternates elected will then be asked to serve.
- Set dates for its meetings.
- Change/format/build a “recommendation for nomination” form to be sent to the members with a due date. For a sample, see the form at the end of this publication.

The nominating committee shall:

- Promptly notify all submitters that their recommendations have been received.
- Meet to consider potential nominees when all committee members have been notified of the meeting.
- Review and verify qualifications of all recommended individuals submitted by the deadline established by the nominating committee.
- **Hold open, frank, and honest discussions to determine the most qualified and capable nominee(s).**
- Seek other potential qualified and capable nominee(s) whose names have not been submitted to the committee.
- Contact potential nominee(s), only after agreed upon by the committee, to determine if they are willing to serve.
- Contact potential nominee(s) while the committee is in session, if at all possible.
- Notify nominees in advance when to expect a call from the committee, if telephone interviews will be conducted.
- Be prepared to give potential nominee(s) a fair statement of what is expected of the position and the amount of time involved.
- Request résumés or additional information from potential nominees(s), if needed. Keep the committee’s discussions strictly confidential. No information, including the reasons for accepting or rejecting a recommendation, should ever leave the committee meeting.
- Nominating committee members will publically uphold the decisions of the nominating committee.

**7. SELECTING NOMINEES FOR OFFICE**

The committee’s major responsibility is to nominate the best qualified candidate for each office. This necessitates giving 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 to match these requirements to the qualifications of the candidates.

The committee should ask for recommendations from PTA board members and from the PTA members and
consider the vision and mission of the association as well. If it is likely that students will be transferring in from another school (e.g., elementary school students moving up to middle school or consolidation of schools), be sure to reach out to the PTAs in those schools as well.

Regardless of the number of times someone 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 local PTA or council in a particular office.

Secure a copy of the current membership list so due consideration may be given to all qualified members. A presidential nominee should not be asked whom he or she would like as 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 among 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 6, Section 4 of the Local PTA Bylaws outlines eligibility requirements for a nominee for a local PTA office.

### 7.1 Nominee Selection Criteria

It is important that the nominating committee carefully consider each potential nominee. The well-being of the local PTA or council must be the top priority. The following criteria should be considered and evaluated.

**The potential nominee:**

- Must be a PTA member of that Local PTA, it is very important that this is confirmed.
- Must be willing to receive and attend required PTA training for the position to which he or she will be elected.
- Must be enthusiastic and supportive of the local PTA or council.
- Must believe in the purposes of PTA and believe that PTA is the best association for working for children and youth.
- Should have previous experience in PTA, though other association work may also be considered.
- Should have knowledge of the PTA association and its role in the school and community.
- Should be relied upon to give PTA a satisfactory level of priority and commitment.
- Should have good relationships with people.
- Must be fair and objective and able to subordinate personal interests to the interests and well-being of the local PTA.
- Should have vision and be innovative.
- Must be at least 18 years old to be elected as a PTA officer.
8. NOMINATING COMMITTEE REPORT

The nominating committee shall submit to the members a signed report at least 30 days prior to the election stating the name of the one candidate for each office to be elected. Additional nominations may be made from the floor with the consent of the nominee only when election is held during a meeting. In order to run from the floor, the nominee must have given notice as listed in your Local PTA Bylaws to the President, Secretary, and Chairman of the Nominating Committee. Notification must be given in writing.

The written report should be signed by all the nominating committee members.

The report is read to the PTA members by the nominating committee chair just prior to the election. The nominating committee has no role in conducting the election. The nominating committee is automatically discharged from service after the officers are declared elected.

9. CONDUCTING LOCAL PTA ELECTIONS

All members of the PTA, that have been paid members for at least 15 days, shall be allowed to vote at that meeting.

If voting by ballot, it is critical that no one leave the meeting until the voting results are read. If an election is contested, it may be necessary to vote again if no one candidate receives a majority.

The bylaws of this Local PTA prohibit voting by proxy, absentee ballot, telephone, fax, or e-mail at all general membership meetings.

RECORDING THE ELECTION RESULTS IN MINUTES

EXAMPLE:

Local PTA Bylaws Article 6, Section 1-5 was read by Secretary Nick Neatly. Jane Doh, chair of nominating committee, read aloud the report of the committee and announced that all candidates meet the requirements of the Local PTA Bylaws:

- President – Abby Anyone
- Vice president – Kip Khartoum
- Secretary – Sara Self
- Treasurer – Don Demonstrate

The signed report was handed to President Susie Sample and the committee was thanked for its work. President Sample re-read the proposed slate of officers and Vice President Tony Tiger wrote the names on a flip chart. President Sample went through the offices of president, vice president, secretary and treasurer in turn and asked for nominations from the floor for each. None were offered and the president declared the nominations closed. A voice vote was held, and the slate was elected unanimously.

The secretary should record the results of the election and should preserve the ballots cast for each office.
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 sent to New Jersey PTA’s office as soon as possible so they will receive information from the NJPTA state office to help them get started. This can be done online.

10. FREQUENTLY ASKED QUESTIONS

Nominations from the Floor

Q: What if a person who wants to serve in an office is not nominated by the nominating committee?
A: Every qualified person has the right to be nominated from the floor in the event she or he wants to run for an office and is not on the nominating committee’s slate of candidates. This is a protection which assures that if any member feels the nominating committee ignored the best qualified candidate for a position, that person can still be nominated and run for office. The choice of who is elected rests, as always, with the members. In order to run for election for a local PTA, candidates must be a member of this PTA at the time of elections. They must also send notification in writing, by the prescribed date listed in your bylaws (Article 6, Section 8) to the President, Secretary, and Chairman of the Nominating Committee.

Q: What if the nominating committee is unable to find a candidate for a position?
A: The nominating committee should submit its nominating committee report on time with that position left blank. It is better to find a qualified nominee rather than submit the name of someone unable to fulfill the duties of the position. When the election of officers is being held the president will solicit nominations from the floor as occurs with all of the positions. If there is still no one to fill the position, the board of directors (see your bylaws) has the authority to elect someone to the position.

Purpose of the Nominating Committee

Q: Why is the nominating committee elected?
A: This committee is elected to seek, on behalf of the members, the best qualified candidates for 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 a 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(s) for each elected position. To do this, the committee members must be committed to PTA; be willing to invest time to make it the best possible association; and be capable of holding 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. However, if there are only suspicions of theft or if there was no conviction, then it would not be appropriate to share this information.

Principal’s Role
Q: The principal wants to run for PTA president because he wants 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, nonprofit 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 association, the members will need to elect a better qualified candidate. If the principal is using his position to intimidate members, then contact your field service contact or the NJPTA office for assistance. It may also be 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: Best practice is for the nominating committee to be elected at the first membership meeting in the fall. If that doesn’t happen, it can be elected at any subsequent membership meeting but at least sixty days prior to the scheduled election meeting.

Nominating Committee Members Allowed Nomination for Office
Q: Can you be a nominee for office if you are on the nominating committee?
A: Yes. Being a member of the nominating committee does not excluded you from consideration as a nominee for office. However, individuals being considered for a position should be excused from any discussion regarding that position, and the remaining nominating committee members will decide whose name to put forward. The fact that a member of the nominating committee did not participate in the discussion of one or more positions should be included in the nominating committee report.

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 Local PTA Bylaws does not specify how many days’ candidates must be a member before being selected for nomination by the nominating committee or being an officer.
11. APPENDIX: Sample Templates and Reporting Forms

11.1 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);

The nominating committee has confirmed that all nominees have been a member of this PTA and meet other requirements as stated in the Local PTA Bylaws.

Respectfully submitted,

_____________________________ signature of nominating committee member
_____________________________ signature of nominating committee member
_____________________________ signature of nominating committee member

11.2 Sample Script for Conducting the Election

Note: This is sample wording; individual situations may vary.

PRESIDENT:
“The next business before the PTA is the election of officers. The secretary will please read that section of the Local PTA Bylaws pertaining to the election of officers.” (The secretary would then read Article 6, Section 1 through 5 from the New Jersey PTA Bylaws: Officers) “In accordance with the Local PTA Bylaws, we will proceed with the election of officers.”

PRESIDENT:
“We will now hear the report of the nominating committee.”

CHAIR 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 ____________________________, Chair

The chair then hands the written report to the president and retires to her or 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?” (Nominations from the floor are only in order if prior notice has been given as per your Bylaws). **Note:** Individuals do 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, the chair will declare the nominations for president closed.” (Pause) “Hearing no objection, the nominations for president are 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 Local PTA Bylaws provide that local PTA officers shall be elected by ballot vote prior to the end of the fiscal year for a term of one or two years and until their successors are elected. A majority vote is necessary to elect. If only one candidate is nominated for an office, the candidate shall be declared elected.

For president:
Ms. B. received ___________________________ 26
Mr. A. received ___________________________ 12
Ms. C. received ___________________________ 2

This process is followed for each office with more than one candidate.

Signed: _______________________________________
______________________________________________
(Tellers) _______________________________________

Every name for which a vote has been cast must be reported, with 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: _________________________________.”
11.3 Sample Recommendation for Nomination Form

Recommendations for Nominations for the ____________________ Officers
(Insert Local PTA Name)

At the __________ (date) membership meeting, _______________________ (name) PTA will be electing officers for the following positions __________________________________ for the term of _________________________.

PLEASE PRINT

Recommendation for the office of: ____________________________

Name:
E-Mail:
Phone:
Address:

Qualifications for Office:
PTA Experience:
Community Service/other activities:

Submitted by: Name ___________ Date ____________

Nominating Committee:
(List Members)

Deadline: _______________