

## PTA NOMINATING COMMITTEE CHECKLIST – QUICK TIPS

### 1) Elect Nominating Committee At Association Meeting:

- Must be elected at least 60 days prior to annual election meeting
- Check number of members and alternates to elect as stated in Bylaws
- Verify eligibility of committee member nominees by checking:
  - PTA membership
  - Did not serve on last year's nominating committee

### 2) Schedule Nominating Committee Meeting:

- Parliamentarian arranges date
- Principal, or faculty representative appointed by the principal, included as advisor
- Alternate(s) called as replacement, if elected member unable to attend first committee meetings

### 3) Nominating Committee Meets – At the first meeting, the parliamentarian:

- Gives information on committee's work and nominating process (See: Bylaws, Standing Rules)
- Conducts an election for committee chairperson
- Reviews officer positions and duties
  - See: Job Descriptions, California State PTA Toolkit and Unit Bylaws and Standing Rules
- Stays only if elected to the nominating committee

### Key Activities – Recruits and identifies potential nominees to prepare slate of officers:

#### Contacts potential candidates and:

- Provides information on duties, expectations and skill sets of a board position
- Checks that he/she is a PTA member (for at least 30 days before nomination)
- Confirms that he/she:
  - Supports the mission, purposes and principles of PTA
  - Will commit adequate time and effort to carry out duties, as a team player, if elected
  - Appreciates the value of training and learning more about PTA board responsibilities, if elected
  - Agrees to be nominated and to serve as a board member, if elected

#### Assesses potential candidates with the chairperson:

- Reminding everyone that all discussions are confidential
- Leading an open discussion of possible nominees
- Scheduling a follow-up meeting, if needed
- Ensuring a slate of nominees is created
- Completing the Report of Nominating Committee for the Election Meeting
  - Signed by nominating committee members
- Arranging to notify membership of slate of nominees at least 28 days before Election Meeting