

Parliamentary Pointers for Nominating Committees and Elections

One of the most important times of the PTA year is the election of the nominating committee and the election of PTA officers.

These are some tips but please contact me at parliamentation@cfbpta.org with any questions.

- Nominating Committee: A special committee that holds the key to a successful PTA and is responsible to present the best qualified nominees for office. Number of members and alternates are stated in the bylaws.
- Portion of the bylaws pertaining to the nomination and election of officers should be read to the entire membership prior to the election of the nominating committee.
- The nominating committee should be elected at least a month prior to the election meeting.
- PTA president cannot serve on the nominating committee and no member shall automatically serve because of his/her position in the school system.
- Any member who cannot attend a meeting will be replaced by an alternate who then becomes a member of the committee.
- Matters discussed by the committee are strictly confidential and no names should be revealed until they are released according to established procedures.
- A member of the committee may be named as a nominee if he/she has the necessary qualifications, but a majority of the committee must agree on all nominees.
- The chairman of the nominating committee shall report a complete list of nominees to the president and publicize the list to the membership the required number of days before the election meeting.
- The committee considers qualified members starting with the highest office. Only officers named in the bylaws are to be slated.
- The responsibilities of an officer should never be minimized or misrepresented.
- The organization needs responsible, energetic leaders and each nominee should be qualified for the office for which he is nominated.
- The chairman of the nominating committee reports for the committee at the meeting designated by the bylaws. After the slate is read the chair calls for nominations from the floor (consent is necessary).
- The method of electing is clearly defined by the bylaws. If there is more than one nomination for an office the election should be by ballot.
- If an officer resigns after election the vacancy is filled according to the bylaws.
- New officers begin their term following the close of the school year for the term of one year.