

NOMINATING COMMITTEE AND ELECTION TIPS & POINTERS

The nominating committee is an elected committee designated with the task of finding the best possible candidate for each officer position. Once the committee has made their selections a report is submitted to the membership body and an election for officers is held.

Who makes up the nominating committee?

- Check your unit's bylaws under the article entitled "Officers". Each PTA unit is unique. The bylaws will outline any specific criteria established for the formation of the committee.
- The committee is elected usually by the general membership at least one month before elections.
- Committee members should include experienced and newer members of the unit selected on the basis of their merit and ability, their knowledge of the PTA goals, purposes and programs, and their ability to keep deliberations confidential.
- The number of members is very specific and should be listed in your unit's bylaws.
- No one is automatically a committee member.
- The current president cannot serve as a committee member and is not on the committee ex officio. However the president should make sure the committee has a copy of the unit's bylaws, membership lists, realistic descriptions of the duties for each office and a nominating committee procedure guide. This guide is found in the annual Missouri PTA Tool Kit.

How are candidates selected?

- The committee should first review the bylaws to determine if any qualifications must be met and term limits.
- When the bylaws state officers may serve more than one term re-election to a second term of office is not automatic. Current officers eligible for re-election must be nominated as a candidate for that specific position.
- All possible candidates, including new members, should be objectively considered based upon their experience, qualifications, ability to work with others, and sufficient time to do the job.
- The list of nominees should be decided by a vote of the nominating committee.
- The committee should obtain the consent of each potential candidate after the committee has agreed upon the candidate.

Can a member of the nominating committee be considered for an officer position?

Yes. Members of the nominating committee may be considered for office. When the committee is discussing that individual, the individual should step out of the room.

Election of officers

- An election must be held. The list of candidates are voted on by the general membership during the month of March or before. Be sure to check your unit's bylaws for specifics regarding when to hold an election.
- At the election meeting the presiding officer asks for the secretary to read the portion of the bylaws relating to election of officers and then has the nominating committee give their report.
- After the report is given the presiding officer asks for any additional nominations from the floor. All nominees from the floor must meet the position qualifications and term limits.
- If there is only one nominee for each office your unit's bylaws may provide for a voice vote.
- If any office has more than one nominee a ballot vote is required for that position. In this instance, the presiding officer may proceed with a voice vote for the election of non-contested positions. The presiding officer can then take each position that has more than one nominee and proceed with the ballot vote.
- When conducting a vote by ballot a procedure for collecting and counting the ballots should be established before the election begins.
- Unless otherwise stated in your unit's bylaws, a majority of the eligible votes cast is necessary to elect an officer.
- The list of newly elected officers is due to the Missouri PTA office no later than March 31st. *(include a link to the Officer's form)*

For more specific information regarding the nominating committee, selection of candidates and conducting elections please refer to the Procedures & Bylaws section of the annual Missouri PTA Tool Kit. The Tool Kit is distributed to unit presidents and can be found online in the member's only section. *(make the words "member's only section" a hot link to the members only section)*