

NOMINATING COMMITTEE CHECKLIST

Elect nominating committee at association meeting

- Must be at least 60 days prior to annual election meeting
- Check number of members and alternates as listed in bylaws
- Verify eligibility of committee member nominees
 - Verify PTA membership
 - Check service on previous nominating committee

Schedule committee meeting

- Parliamentarian arranges date
- Principal included as advisor, if not elected
- Alternate(s) called if elected member unable to attend first meeting

Committee meets

- Parliamentarian gives instructions (stays only if an elected member)
- Elect committee chairman
- Review officer positions and duties (Bylaws and Standing Rules)
- Prepare slate
 - Each nominee must be a PTA member (membership list)
 - Each nominee must be enthusiastic and supportive of PTA
 - Each nominee should have knowledge of the organization and its role in the school and in the community
 - Each nominee should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings
 - Each nominee should be able to work well with people
- Call potential nominees
 - Include clear indication of responsibilities of the position
 - Include any expected representation at council or district meetings
 - Do not try to persuade a reluctant individual
 - Do not try to “fill the board” just to have names in place
- Schedule follow-up meeting if needed
- Remind everyone that all discussions are confidential
- Committee members sign slate

Membership notified of nominees in writing at least 28 days prior to election meeting

