

Frequently Asked Question – The Nominating Committee

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.

THE SELECTION OF CANDIDATES

- The nominating committee is assigned the task of finding the best possible candidate to recommend for each of the offices to be filled. Such recommendations are based on an objective evaluation of the needs of the PTA.
- The committee should have copies of the bylaws, membership list, a realistic description of the duties of each office, and a nominating committee procedure guide.
- The committee reviews the bylaws for the offices to be filled, any qualifications to be met and term limits.
- The list of current officers who have not exceeded their term limits is reviewed. When the bylaws state that officers may serve more than one term, re-election to a second term of office is not automatic. Such people may be asked to serve again if their work has been satisfactory and their skills are not needed elsewhere.
- The committee may accept recommendations from any number of sources, such as from current officers, members, principal, etc. The committee should be careful not to make any promises to any potential candidate, but should acknowledge that the recommendations will simply be considered.
- The committee should review all possible candidates for all positions, including new members. Candidates should be objectively considered based upon their experience, qualifications, ability to work with others, and sufficient time to do the job. The committee should not start by asking each other “What office do you want?” They should not select people due to friendships or to avoid hurt feelings.
- The deliberations of the committee are completely confidential, so committee members should be able to speak freely regarding their concerns. Members of the committee may be considered for office, and while that person is being discussed, they should step out of the room.
- The committee should decide their list of nominees by voting among themselves, and the use of written ballots is highly recommended.
- The committee should obtain the consent of each potential candidate after the committee has agreed upon the candidate. When asking someone to accept a nomination do not downplay the responsibilities of the job. Likewise, do not say “we are having trouble filling this position”...even if this is true, would you accept the job no one else will take? Instead, remind the potential candidate that the Nominating Committee feels they are the best person for this position.

NO NOMINEES

- If a nominee for an office cannot be found, the committee must continue to function until a suitable candidate is found or until the election.

- If a candidate withdraws prior to the election, the nominating committee must resume its search for an appropriate candidate.
- If a person is elected to office and later withdraws, the filling of the office is handled as listed on the bylaws for any vacancy in office, usually by the officers of the board.

THE REPORT

- The report of the nominating committee lists one (1) candidate for each office, in writing, and is signed by the members of the committee.
- If a suitable candidate for any office cannot be found, that office should be listed as “open”. If a suitable candidate is found prior to the election, a revised report is issued.
- The bylaws specify if the report is to be published before the election or if it's presented at the time of the election.
- At the time of the election, additional nominations may be made from the floor.