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

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2. The president appoints a tells committee, including a chairman and at least two (2) tellers, whose duties are to distribute, collect and count the ballots. Ballots may also be collected in a ballot box.

3. The president requests all members eligible to vote to rise and be counted. This count will determine the number of ballots to be tallied.

4. A nominee for an office cannot be involved in the election procedure as a teller who collects ballots and counts votes.

5. When a ballot vote is cast, a candidate must be chosen, or the ballot will be disqualified.

6. Illegal ballots are counted to determine the number of votes cast, but are not applied as a vote for or against any nominee. Ballots are considered illegal if:
   - They are unintelligible;
   - They contain the name of a nominee who is not a member; or
   - Two or more filled-out ballots are folded together. (These are recorded as one illegal vote.)

7. In a contested election, where there is more than one candidate on the slate, each nominee may designate a person as an observer at the time the ballots are counted.

8. If another vote is necessary, the voting members must be recounted to establish the number of ballots to be tallied. If a member eligible to vote was not present when the original ballot was cast but arrives in time for another vote, the member is entitled to vote.

9. The results of the voting are reported by the chairman of the tellers, in writing, to the president, as follows:

   Number of members eligible to vote:  
   Number of votes cast:  
   Number needed to elect:  
   (Nominee)  
   Received  
   (Nominee)  
   Received  

10. This procedure is repeated for each contested office. The president announces who has been elected to office. Unless requested, the president does not have to announce the number of votes cast for each nominee, but the complete Tellers' Report must be recorded in the minutes. Following the announcement of the vote, the chairman of the tellers moves that the ballots be destroyed.

11. It is permissible to use these two procedures in one election by using voice vote for uncontested offices and a ballot for those that have two or more nominees.

12. A challenge to the election procedure or outcome must be made during the election meeting.