You've been elected to the *Nominating Committee* –What's next?

The nominating committee's major role and responsibility is to nominate the best-qualified, available nominee(s) for each elected office. Appointed officers and chairmen are appointed by the president and ratified by the board-elect.

Once the committee is elected, the parliamentarian calls the first meeting and instructs the members regarding their task. The parliamentarian conducts the election of the committee chairman and then leaves the committee to fulfill its' duties, unless the parliamentarian has been elected to serve on the committee. The parliamentarian should be available by phone to answer questions from committee members.

Potential officers should review the PTA officer job descriptions, be willing to attend convention and other training, and be prepared to give the time necessary to do the job. The committee should select a slate of nominees that is balanced with new and experienced officers. The committee is not obligated to nominate the president or any other current officer to serve a second term or to nominate the first vice president for the office of president.

The committee chairman has the responsibility of conducting the committee meetings and contacting potential nominees for office. All discussions within the committee must remain confidential, even after the committee is discharged. If a member of the committee is being considered for office, the member should be excused from the meeting during discussion regarding that office, but may return for the vote, which shall be cast by ballot.

When contacting potential nominees, it is important that no commitment is made to the individual. The committee must know if the nominee is willing to be considered for an office, and then nominate the best candidates according to their ability and commitment to serve the PTA.

When the committee has filled the slate of officers, a written report is prepared by the chairman and signed by the committee members. The report is presented to the membership at least 30 days prior to the annual election meeting. The committee should continue to work to fill any open position until the date of the annual election meeting. The committee's work is concluded at the time of elections. Vacant positions become the responsibility of the president-elect and the board-elect.

For further information, please refer to the *California State PTA Toolkit.*

Small nominating committee?

If the bylaws for your association provide for a small nominating committee (Article V, Section 3c), keep the following in mind.

The quorum for any committee is a majority of its members. With a nominating committee of three elected members, a majority would be just two members. Two members would be charting the course of the PTA for the coming PTA term.

When the association next reviews and updates the bylaws, consider a committee of five or more members. This larger group could find a more representative board – with both experienced and new members – to serve the needs of the students, families and school community.