

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 30 days prior to election meeting**