

Now is the time of year to start forming that Nominating Committee your PTA bylaws mention. It is not as complicated as it sounds if you follow these easy steps.

- 1) Have a PTA meeting and let the members know that elections will be coming up and the bylaws state that a Nominating Committee needs to be formed consisting of members from the general PTA,
- 2) Explain what the committee will be doing, how many people will be needed on the committee and how long they will be needed for,
- 3) Ask for volunteers who would like to run for the committee, take the names of the volunteers, vote on those volunteers,
- 4) Congratulate the winners.

The information needed as to when to form your committee, how many members are needed and how to form your committee is outlined in your local unit bylaws in Article 6, Section 2 and Article 9, Section 4.

The duty of the Nominating Committee is to find qualified candidates to fill the upcoming vacancies on the Executive Committee. The following tips are meant to help outline the duties of the committee and to make the job easier.

- 1) Send out an announcement that the PTA Nominating Committee is looking for interested candidates to fill the following vacancies (list the vacancies) and any interested persons may contact the committee,
- 2) Have a qualification form for the candidates to fill out and return to the committee. It is strongly recommended that you use a qualification form to help you narrow down the list of candidates,
- 3) Once you have narrowed down your of candidates (using the above forms), interview the remaining candidates and narrow those candidates to the most qualified candidate for each vacancy,
- 4) When the final list of candidates is chosen, the committee chair reports the results to the Board of Directors,
- 5) Members of the Nominating Committee are eligible to run for any vacant office however they must leave the meeting when it comes time to discuss and vote on their qualifications.

If you have any questions on how a Nominating Committee should operate, please consult Robert's Rules of Order Newly Revised, pages 419 – 423 NOMINATIONS BY A COMMITTEE.