

NOMINATING COMMITTEE GUIDELINES

NIWOT ELEMENTARY PTAC

Nominating Committee:

It is the responsibility of the Nominating Committee to recognize and seek qualified nominees for the elected leadership of the PTAC. The Nominating Committee members need a broad acquaintance with the membership and an understanding of the organizations functions and its purpose.

The bylaws should state how and when the Nominating Committee is elected. The president may not be an ex-officio member. Following the meeting at which the Nominating Committee is elected, the committee members should elect a chairman.

Nominating Committee members should:

- Be fair, ethical and use impartial judgment when evaluating people or situations
- Have the ability to listen and ask penetrating questions
- Have the ability to keep confidential information
- Understand the PTA Mission, Purposes and plans

When considering Officers:

The Nominating Committee members have the responsibility of bringing forward the name of the most eligible person for each elected position. In considering which PTAC members are the best qualified to serve in the officer positions, the criteria listed below should be considered and evaluated.

Each nominee:

- Must be a PTAC member.
- Must be enthusiastic and supportive of the PTAC.
- Must believe in the basic policies and purposes of the PTAC.
- Must be fair and objective and concerned for the best interests of the PTAC.
- Should be willing to attend training as needed.
- Should have some knowledge of the organization, of its role in the school and in the community.
- Should be willing to give the PTAC a satisfactory level of priority and commitment, including attendance at meetings.
- Should be able to work well with people.
- Should be able to keep matters confidential as needed.

Conducting Nominating Committee Meetings:

- Conduct the meeting only if a majority of the committee is present. All committee members should be present at the meeting, if possible.

- Committee meetings are open only to committee members. The committee may invite a consultant, such as the school principal, to advise the committee, but that individual must leave prior to discussion.
- **Discussions must be open and honest, and above all, confidential.** Should confidentiality be breached, it is the chair's responsibility to counsel the member. If the chair breaches confidentiality, it is each member's responsibility to bring it to the attention of the President.
- Allow sufficient time to interview, study and discuss candidates. Qualifications of each suggested nominee should be carefully considered.
- Matters discussed by the Nominating Committee are **strictly confidential**. No names should be revealed until they are released according to established procedures.
- Committee members themselves may be nominated for office. They should be excused from the room while their nomination is being considered and may return to vote.
- Voting should be done by ballot.
- In contacting potential nominees, the nominating committee chairman (or other designated committee member) should:
 - Give a clear indication of the responsibilities of the office and how much time may be involved.
 - Include any expectation of officer representation at leadership training workshops and PTAC meetings.
 - Never try to talk a reluctant individual into accepting a nomination.
 - Never try to "fill the board" just to have names in place. A vacancy at the time of the election may be filled by a nomination from the floor or later by the newly elected executive board.

First Meeting:

- Elect a chairman if not already done.
- Determine a target date for completion. (consider upcoming communications, e.g. newsletter, meetings, other PTAC communications)
- Develop a "candidate search list", if needed, and determine how contacts will be made.
- Refer to the unit's bylaws for copies of the job duties for each elected position.
- Set the next meeting date before adjourning.

Second Meeting:

- If needed, conduct interviews. Ask the same questions of all candidates per position. For example, ask all treasurer candidates the same questions. These questions can be different or the same as the questions you ask of the secretary candidates but ask all the secretary candidates the same questions.
- Allow sufficient time to study and discuss candidates.
- Vote on candidates by ballot. A majority of the committee must agree on the nominees.

- If a complete slate of officers has been selected, complete a Nominating Committee Report, listing all nominees and positions. Date, sign and present one copy to the PTAC Board as soon as possible. Retain another copy to read at the election meeting.
- If the slate is not complete, give a Status Report ONLY to the Board, and continue the process until the slate is complete.
- If needed schedule a 3rd meeting.

When the slate is complete:

- The Nominating Committee prepares and presents a report for the PTAC board meeting and the general meeting, listing nominees for each office.
- When all nominees are selected and notification is given to the Board, post one copy of the Nominating Committee Report in a visible location of the school and the PTAC website, at least 10 days prior to the election meeting or according to bylaws.

Dissolution of the Nominating Committee:

The Nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until balloting for nominees has begun. If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee.

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Nominating Committee Confidentiality Agreement

I hereby acknowledge by my signature below that any information either presented or discussed during the meetings of the Niwot Elementary PTAC Nominating Committee will not be divulged by me outside the meetings or with any individual not a member of this committee.

Furthermore, I acknowledge that a violation of this agreement shall result in my removal from the committee.

Signature: _____ **Date:** _____

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Nominating Committee's Report

The Nominating Committee submits the following nominee for the year _____:

President _____

Vice President _____

**Vice President
Of Fundraising** _____

Treasurer _____

Recording Secretary _____

**Communications
Secretary** _____

Signed: _____

The report should be signed by all committee members who agree with the report.