

NOMINATING COMMITTEE GUIDELINES

MCCPTA – adapted from PTA Parliamentary Procedures Workbook

Definition

“A nomination is a proposal that a person serve as a member of a committee, delegate or an office.”

Robert’s Rules of Order Newly Revised

Committee Work

It is the responsibility of the nominating committee to recognize and seek qualified nominees for the elected leadership of the PTA. The members of the committee, therefore, have tremendous influence on the future of the PTA and should themselves be carefully elected. 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 elect a chairman.

When meeting, the committee should have a copy of the bylaws and a membership list. Discussion of nominees is confidential and voting is by ballot. Qualifications of each suggested nominee should be carefully considered and the membership list checked to confirm eligibility. Members of the committee may be nominees without resigning from the committee. (If committee members are themselves considered, they should excuse themselves while their nomination is discussed and recuse themselves from a vote on the nominee for that position.)

The committee chairman usually contacts the nominees to tell them the duties of the office and to obtain their consent to serve if elected. Be sure the nominee understands the duties of the office and agrees to execute assignments if elected.

Committee Reporting

As described in the bylaws, at the regular meeting of the organization, the chairman of the committee reads the report which consists of a written list of candidates for office (the slate), and hands it to the chair. The report should be signed by all members of the committee agreeing with it.

The report and election of officers is a special order since the month in which it is held is directed by the bylaws. It is placed after committee reports and before unfinished business.

Conducting Elections

The election of officers is held according to the bylaws. The president calls upon the parliamentarian to read the sections of the by-laws pertaining to nominations and elections. When the parliamentarian is finished, the president calls upon the chair of the nominating committee to present its report. The president restates the slate and asks each one to stand. The president, even if he is being nominated for office, then conducts the election of officers.

The president presents each nominee individually for office and calls for nominations from the floor. If no additional nominations are made, election may be by voice vote, if the bylaws allow. If additional nominations are made, elections must be by ballot.

Contested Election

The secretary should have ballot slips available even if the nominating committee presents only one name per office. If additional nominations are made from the floor, the president appoints a teller committee, consisting of a chairman and at least two additional tellers, whose duties are to distribute ballot slips, collect, count and provide a written report on them. The report, signed by the tellers, must include number of votes cast, number required to elect, the amount received by each candidate and any illegal votes. The president announces the results for each office.

It is permissible to use both vote and voice election by ballot in one election. The voice vote procedure can be used for uncontested offices and a ballot for those that have two or more nominees.

Illegal Ballots

All votes, including illegal ballots must be reported. Illegal ballots are:

- Two ballots folded together
- A ballot containing the names of too many candidates
- An unintelligible ballot (spelling). If the meaning is doubtful, and the ballot would not affect the results of the election, it should be ignored. If the ballot would affect the outcome, it should be shown to the chair who would ask the assembly for a ruling.

All illegal ballots are taken into account to determine the number required for a majority of ballots cast.

DUTIES OF A NOMINATING COMMITTEE

1. Members of the nominating committee meet as soon as possible to elect a chairman.
2. The chairman notifies each members of the meeting.
3. The first meeting should be held early enough to have a second and a third if necessary.
4. Consult the bylaws for the number of officers to be elected.
5. If a member is approached before the committee meets, be sure he understands he is only giving permission for his name to be submitted as a suggested nominee.
6. All discussion in the committee is confidential.
7. Present one nominee for each office to be filled.
8. Examine carefully the qualifications of each suggested nominee.
9. Check membership list to be sure suggested nominee is a member.
10. Members of the committee may be nominees without resigning from the committee.
11. Vote by ballot if the committee cannot agree on a nominee.
12. Get consent of member before placing the name in nomination.
13. Outline duties of office when contacting members as nominees.
14. Give the member time to consider before making his decision.
15. All members agreeing with the report should sign it.
16. The committee's work is completed and it is automatically discharged when its report has been presented to the membership.
17. If a nominee withdraws before the election is held, the committee meets and presents the name of another candidate.
18. At the regular association meeting, the chairman of the committee reads the report and hands it to the presiding officer.

DO'S AND DON'TS FOR NOMINATING COMMITTEES

- DO** study carefully the qualifications of members before presenting the name as a nominee.
- DON'T** submit a member's name as a nominee because he is a friend of yours
- DO** check the membership list to be sure nominee is a member of the organization.
- DON'T** nominate a person with the thought that it's a good way to get him into membership.
- DO** remember that committee DISCUSSION is left in the meeting room.
- DON'T** repeat what was said in the committee meeting.
- DO** see that the report of the Nominating Committee is publicized through the proper channels.
- DON'T** report the results of the Nominating Committee until it has been publicized through the proper channels.
- DO** sign the committee report if you agree with it.
- DON'T** sign the report of the committee if you DO NOT agree with it.
- DO** accept the office if you are sincerely interested in the purpose of the organization.
- DON'T** accept the office if you are only interested in having your name in the yearbook.

CONDUCTING ELECTIONS: WHAT TO SAY AND HOW TO SAY IT

(After the parliamentarian has read the portion of the bylaws pertaining to elections, the president calls upon the chairman of the nominating committee to present the report of the committee. The president then restates the slate of nominees and asks each on to stand.)

President: _____ has been nominated for president. Are there any further nominations for president? (After a reasonable pause) If not, nominations for the office of president are closed.
_____ has been nominated for vice-president. Are there any further nominations for the office of vice-president?

Member: (Rising) Madame President, I nominate _____ for vice-president.

President: _____ has been nominated. Are there any further nominations for vice-president? (pause) If not, nominations are closed. _____ has been nominated for the office of secretary. Are there further nominations? (pause) If not, nominations for the office of secretary are closed. _____ has been nominated for the office of treasurer. Are there further nominations for the office of treasurer?

Member: Madame President, I nominate _____ for treasurer.

President: _____ has been nominated. Are there further nominations for treasurer? (pause) If not, nominations are closed.

After nominations have been closed, many presiding officers re-read the entire list of nominees, asking the candidates to stand as their names are read. This is usually followed by an announcement concerning arrangements and rules for the coming election.

Nominations for an office may be reopened by a motion to reopen nominations and a 2/3 vote.

President: The bylaws state that where there is but one nominee for an office, the ballot may be dispensed with and the election held by voice. Is there any objection to this procedure? Hearing none, the following are presented for election: _____ is nominated for president. Those in favor say 'aye.' Those opposed, say 'no.' The 'ayes' have it and _____ is elected president.

_____ is nominated for secretary. Those in favor say 'aye.' Those opposed say 'no.' The 'ayes' have it and _____ is elected secretary.

Two or more Candidates for Office

1. The chair announces the procedure for election
2. A teller committee is appointed by the chair.
3. Ballots are cast by qualified members.
4. The tellers collect the votes and retire to a private room to count votes.
5. The chairman of the teller's committee returns with a written report, signed by all of the tellers, which he reads and then hands to the presiding officer. The teller's report should include:
 - Number of votes cast _____
 - Number needed to elect _____
 - List of candidates in order of number of votes received.
 - Number of votes received after each name
 - Number of illegal ballots

This procedure is repeated for each contested office. The president re-reads the report and announces the results for each office.

President: (after reading the number of votes received by each candidate for president): _____ having received a majority of the votes cast is elected president.

Note:

- If no candidate receives a majority of the votes cast for the office, there is no election and it will be necessary to reballot for the office. The complete teller's report must be recorded in the minutes
- Elections may also be held after nominations for each office have been closed. This allows members who aren't elected to one office to be nominated for others.
- Nominations for an office may be reopened by a motion to reopen nominations and a 2/3 vote.
- PTA Bylaws do not allow proxy votes or electronic votes
- PTA membership is open at all times. People may join the PTA in order to vote.

SAMPLE TELLERS'S REPORT

FOR PRESIDENT:

Number of votes cast	118
Necessary to elect	60
Marcy Bocoop received	74
Lacy Curtin received	40
2 ballots folded together – rejected	
2 ballots for Clem Entine – ineligible	

Signed:

Wanda Dance
Shirley Weil
Mike Graphone