

# Sample Report of the Nominating Committee

*Nominating Committee Report  
(Read by chairman)*

Date \_\_\_\_\_

*Mr./Madam President, the nominating  
committee submits the following  
nominations for officers of the  
\_\_\_\_\_ PTA for the  
\_\_\_\_\_ year.*

*For President: Mr. A*

*For Vice President Mr. B*

*Secretary: Mrs. C*

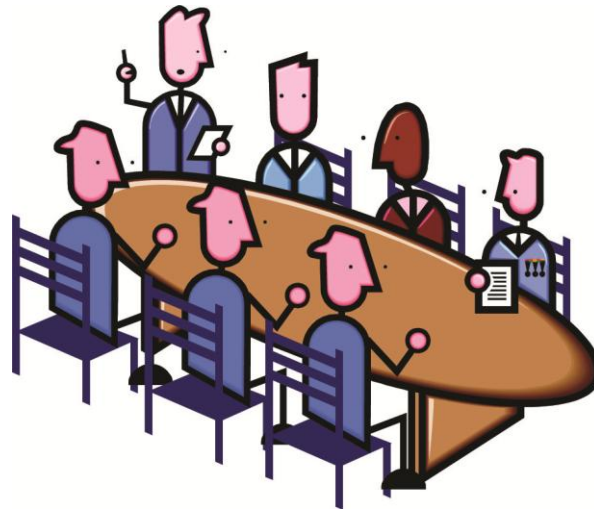
*Treasurer: Ms. D*

*Signed:*

*Mrs. E, Chairman*

*Mr. F*

*Ms. G*



## Dissolution of the Committee

When the work of the committee has been completed and the report has been given to the association, the Nominating Committee no longer exists.

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July, 2011

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# The Nominating Committee

## Leadership Begins with The Nominating Committee

The Nominating Committee is elected for the sole purpose of seeking qualified individuals to be the nominee for each office to be filled

### Choosing the Committee

#### Follow the Rules

Refer the bylaws to see when your nominating committee is elected. Bylaws sections pertaining to the committee should be read to the membership. Effective leadership is important. Bylaws that provide for electing the nominating committee early in the PTA year allow members to seek our effective leaders.

#### Be Fair

All members should have the opportunity to nominate or be nominated for the committee.

#### Be Careful

- Members of the committee should be just as qualified as the officers they will be selecting.
- The committee should never be chosen by the president.
- The committee should not be chosen by asking for volunteers.
- The president is not a member ex-officio.
- The committee membership should be an uneven number.

## Committee Organization

- The committee should meet immediately following the election to elect a chairman and select a time and place for its first meeting.
- The chairman shall inform the general membership of the committee meeting date and request advisory recommendations.

## Committee Meetings

- Allow sufficient time to study and discuss candidates; more than one meeting may be required.
- Keep deliberations confidential.
- Be prepared to speak to qualifications of possible nominee.
- Select ONE nominee for each office.

## Committee Procedures

- Check bylaws for duties of each office.
- Give careful consideration to qualifications of candidates.
- Persons eligible to repeat an office deserve the committee's consideration, but do not have to be re-nominated.
- Members of the nominating committee may be considered for an office, but should not be present during the discussion of proposed nominees for the office for which they are being considered.
- Selection of candidates should be by majority vote.
- Contact prospective nominees while the committee is meeting.

- Allow nominee time to consider before making a decision.
- Consent of the nominee must be obtained before nomination is made

## Selection of Candidates

Remember that the future of your PTA is determined by the leadership qualities of the people selected by the nominating committee.

## Qualifications of a Nominee

- PTA member.
- Completed the Illinois PTA Road to Success or will within six month.
- Is knowledgeable of and adheres to the Purposes and Basic Policies of the PTA.
- Has a sense of fairness and justice.
- Shows enthusiasm for PTA.
- Is able to give PTA a high priority in their schedule.

## Committee Report

- Prepare a written report.
- Chairman and members who agree with the report should sign it.
- Make the report public according to the bylaws.
- Chairman reads the report to the president, who rereads it.
- A member who does not sign the report may nominate from the floor.

