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 28 days prior to election meeting