PTA NOMINATING COMMITTEE CHECKLIST – QUICK TIPS

1) Elect Nominating Committee At Association Meeting:
   ☐ Must be elected at least 60 days prior to annual election meeting
   ☐ Check number of members and alternates to elect as stated in Bylaws
   ☐ Verify eligibility of committee member nominees by checking:
     • PTA membership
     • Did not serve on last year’s nominating committee

2) Schedule Nominating Committee Meeting:
   ☐ Parliamentarian arranges date
   ☐ Principal, or faculty representative appointed by the principal, included as advisor
   ☐ Alternate(s) called as replacement, if elected member unable to attend first committee meetings

3) Nominating Committee Meets – At the first meeting, the parliamentarian:
   ☐ Gives information on committee’s work and nominating process (See: Bylaws, Standing Rules)
   ☐ Conducts an election for committee chairperson
   ☐ Reviews officer positions and duties
     • See: Job Descriptions, California State PTA Toolkit and Unit Bylaws and Standing Rules
   ☐ Stays only if elected to the nominating committee

Key Activities – Recruits and identifies potential nominees to prepare slate of officers:

Contacts potential candidates and:
   ☐ Provides information on duties, expectations and skill sets of a board position
   ☐ Checks that he/she is a PTA member (for at least 30 days before nomination)
   ☐ Confirms that he/she:
     • Supports the mission, purposes and principles of PTA
     • Will commit adequate time and effort to carry out duties, as a team player, if elected
     • Appreciates the value of training and learning more about PTA board responsibilities, if elected
     • Agrees to be nominated and to serve as a board member, if elected

Assesses potential candidates with the chairperson:
   ☐ Reminding everyone that all discussions are confidential
   ☐ Leading an open discussion of possible nominees
   ☐ Scheduling a follow-up meeting, if needed
   ☐ Ensuring a slate of nominees is created
   ☐ Completing the Report of Nominating Committee for the Election Meeting
     • Signed by nominating committee members
   ☐ Arranging to notify membership of slate of nominees at least 28 days before Election Meeting