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 30 days prior to election meeting