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 organization's 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 excuse 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.

[Nominating Committee Guidelines Mccpta](#)

George Parsons

Nominating Committee Guidelines Mccpta:

A Quick Start Guide Brenda Dickerson,General Conference of Seventh-Day Adventists. North American Division,2010   <u>Party Democracy</u> Connecticut. Committee to Study Connecticut's Nominating Procedures,1979   **Notes on Nominating Committee Report** ,   **Suggestions for Nominating Committee ...** Gaines Stanley Dobbins,19??   **Nominating Committee Workbook** Stuart J. Freeman,1983   **The Nominating Committee and the Nominating Procedure** George Parsons,1980   **Nominating Committee** Ellen C. Hirzy,1994-07-01   **Nominating Committee Guide 2012** ,2012 This Guide explains the roles and responsibilities of the Nominating Committee NC and provides various templates to help NCs do their job well such as in evaluating directors or making announcements It contains statistics on the boards of 200 Singapore listed companies and case studies on scenarios the NC might have to deal with It also includes a board skills matrix to provide a framework with which boards can go about assessing directors About this guide

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