



Nominating Committees & Elections

Nominating Committee Role & Formation

This is a special committee elected by your general membership to identify, vet and nominate a slate of qualified nominees for the next year's elected PTA officers. The Nominating Committee is NOT responsible for filling Committee Chair positions; those are the responsibility of the newly elected officers (also known as the Executive Committee) or the incoming Executive Board.

- Please refer to *Local Unit Bylaws Article 6, Section 3, Nominating Committee* to determine how many PTA members should serve on your Nominating Committee (it is always an odd number).
- Please refer to *Local Unit Bylaws Article 7, Duties of Officers* and your Standing Rules for detailed description of each elected officer's role and responsibilities.
- The Nominating Committee is elected by General Membership at least 60 days prior to election.
- The Nominating Committee shall provide their report to General Membership identifying one candidate per elected office at least 30 days prior to the election.
- Once the committee has completed its tasks and presented its final report, it is discharged. If a slated candidate removes their name from consideration or a position has not been filled, the Nominating Committee should reconvene to search for a candidate to fill the open position. If a candidate is found prior to the election, they can run from the floor.
- The current PTA president is NOT a member of the Nominating Committee.
- It is recommended that the Principal NOT serve on the Nominating Committee, although the Principal may submit names of qualified candidates to the Committee to support their outreach.
- A member of the Nominating Committee can be nominated for elected office. However, they should not be present during the discussion of nominees for the office for which they applied.
- Members of the Nominating Committee should keep all applications and proceedings confidential and have no personal agenda in their selection of nominees for officers.
- Candidates for the Nominating Committee should be knowledgeable about the responsibilities of the officers and/or be familiar with the families and volunteers within your school community.
- All records of the nominating committee shall be destroyed after the committee is discharged, however, after the election the nominating committee chair may provide the incoming Executive Committee with a list of individuals who may be interested in volunteering as a committee chair.

Example Minutes President Sample outlined Bylaws Article 6, Section 3 regarding the election of the nominating committee, and asked for nominations. Cheerful Volunteer nominated Nominee 1. Nominee 1 accepted. Happy Volunteer self-nominated. Sara Someone nominated Angelo Always. Angelo accepted. There were no other nominations and a voice vote was held. Nominee 1, Happy Volunteer and Angelo Always were unanimously elected to serve on the 20XX-XX nominating committee by voice vote. President Sample verified that the nominating committee members are members of the PTA and eligible to serve per the bylaws.

Selecting Nominees

The Nominating Committee's major responsibility is to nominate the best qualified candidate for each office. This necessitates giving careful consideration to the requirements and scope of work for each position as well as to the qualifications and abilities needed to fill them, and to match these requirements to the qualifications of the candidates.

The nominating committee shall:

- Elect a Chair and ensure all committee members are notified of committee meetings.
- Develop a questionnaire, application and/or and procedures for PTA members to self-nominate.
- Advertise all positions via common communication methods such as the newsletter, website, social media, flyers.
- Clearly state the deadline to apply and the application process.
- Promptly notify all submitters that their applications have been received.
- Seek other potential qualified and capable nominee(s) whose names have not been submitted to the committee.
- Review and verify qualifications of all recommended individuals submitted by the deadline.
- Hold honest discussions to determine the most qualified and capable nominee(s).
- Keep all discussion about potential nominees completely confidential to the committee.
- Contact potential nominee(s), only after agreed upon by the committee, to determine if they are willing to serve.
- Request bios, résumés or additional information from potential nominees(s), as needed for the Nominating Committee Report/Announcement.
- Keep the committee's discussions strictly confidential. No information, including the reasons for accepting or rejecting a recommendation, should ever leave the committee meeting.
- Nominating committee members will publicly uphold the decisions of the nominating committee.

Communicating Nominating Committee Report & Election Information

Nominating Committee final report shall be distributed to General Membership no less than 30 days prior to the election.

The notice should include the following information:

- Information about each slated nominee.
- Date by which PTA members can submit their name to run from the floor (for any open officer position or against the slated nominee).
- Deadline and process that people running from the floor should use to submit their intent to run to the President (e.g. complete a google form or send an email with specific information)
- Announcement of all voting methods being utilized and the process for voting.
- Date by which members must have joined the PTA in order to vote in the election.
- Date, time and place of the Election Meeting.
- If electronic or postal voting will occur then the announcement should specify the date when ballots will be sent to members and the deadline for the return of completed ballots.

Preparing for Election

Written Candidate Materials

All candidate information should be easily accessible to members via an electronic link (on your website or in MemberHub or another relationship management tool). If bios, statements or pictures are included, every effort shall be made to ensure each candidate is presented in the same manner. Please include a link to the nomination committee report or a reference to which candidates are nominated by the nominations committee or running from the floor. Information about candidates running from the floor should be publicly posted within 3 days following the deadline to announce the intent to run from the floor.

Candidate Forums

If your PTA holds an on-line candidate forum, candidates should be provided with the questions in advance and told how long they will each have to answer the question (e.g., 1 or 2 minutes). Candidates shall be presented by office. During an online candidate forum or group viewing of pre-recorded videos, the meeting chat feature should be disabled and all participants should remain on mute.

Ballot Preparation

- All candidates should be listed equally with NO designation of who was/was not nominated
- List multiple candidates for a single office by listing the slated candidate first. IF there is not a slated candidate, then candidates should be listed alphabetically by last name.

Physical Ballots:

- Blank pieces of paper uniform in color, size, and shape may serve as ballots (index cards)
- Voter may write-in name of the nominee of their choice for each office.
- Printed ballots can be used and should contain the name of each nominee for each office plus blank line(s) for additional nominations from the floor.

Electronic Ballots:

A variety of online tools exist to support electronic voting and may be used as an alternative to in-person voting. Your PTA should select a tool at the time it approves to allow voting by mail, email or electronically. Costs vary, so your PTA should choose the tool that best fits its needs and budget. Virginia PTA does not recommend using a survey tool owned by the school district.

Each person voting should have a unique email address that can be verified against member records.

The following list is meant as a reference, and in no way implies an endorsement of any of these online tools by Virginia PTA:

[Crowd Signal](#) | [Survey Monkey](#) | [Zoomerang](#) | [Votenet](#) | [Doodle](#) | [Zoom](#) | [Constant Contact](#) | [Google Forms](#) | [GoToMeeting](#) | [GoToWebinar](#) | [MemberHub](#) | [OpaVote](#) | [Skype](#) | [Microsoft Teams](#) | [Google Hangout](#) | [Google Duo](#) | [WhatsApp](#) | [Messenger](#) | [Electionrunner](#) | [Electionbuddy](#)

Tellers Committee Role & Formation

The president shall appoint 3-5 PTA members to serve as a tellers committee to count the votes.

- Members of the Tellers Committee should keep all ballots and proceedings confidential except for the formal report provided to the President for Membership.
- The tellers committee should be representative of the support for nominees in the election.
- The tellers committee shall review each ballot to ascertain:
 - The ballot was cast by a paid current year member of the PTA holding the election.
 - Voter intent is clearly recognized and understood.
 - Electronic vote is not duplicative with an in-person vote.
 - Ballot was returned, sent or postmarked before the deadline.
 - Email ballots are sent from the member email address on record (not forwarded)
 - Postal ballots are returned in the provided envelope and is the original paper ballot
- Tellers must count votes and confirm a quorum has been met.
 - Each completed ballot counts toward quorum.
 - Blank ballots are similar to an abstaining vote and may count toward quorum.
 - If a ballot is unreadable, or is in any way ambiguous, it may count toward quorum but not as a vote.
- Ballot results shall not be announced until all voting concludes and a final tally can be reported.
- All ballots shall be retained until all votes have been counted and the tellers committee has presented a report.
- Email messages or other electronic records containing member ballots shall not be forwarded or disseminated under any circumstances.
- The tellers report should include the number of votes cast, the number necessary to elect, the number of votes for each candidate and the number of invalid votes cast.
- The tellers report should be provided to the President to read to General Membership.
- The tellers report will be added to the minutes of the membership meeting at which the election was initiated. The meeting will officially adjourn upon receipt of this report.
- Once minutes of the election have been approved, ALL ballots (paper and electronic) shall be destroyed by the tellers committee, and all electronic member communications containing ballots shall be permanently deleted.

Holding the Election

Criteria distributed with the Nominating Committee report shall establish the deadline and process to declare yourself a candidate to run from the floor as well as the process and timeline for the election.

If the Nominating Committee was unable to identify a candidate for an officer position before the election, you should move forward and hold elections for all positions which have nominees. The Nominating Committee should work over the summer to identify prospective nominees and a special General Membership election can be held in the fall to fill open positions.

In Person Meeting with option to run from the floor during the meeting:

President calls for nominations from the floor, office by office, being careful to allow members adequate time to present any names they wish to nominate.

Sample Script: “ _____ has been nominated for the office of president. Are there further nominations?”

- *(After reasonable pause) “Hearing no further nomination, the nominations are closed for the office of ____.”*
- *(Yes, there’s a nomination from the floor) “ _____ has been nominated for the office of president, treasurer, etc. Are there further nominations?” (Continue until no further nominations are made for that office and then declare nominations closed for that office).*

Uncontested Election Voice Vote:

If there is only one nominee for office, election for that office may be by voice vote. The president uses the below script for each elected office:

“ _____ has been nominated as president of “Most Awesome PTA.” All those in favor, say “aye.” All opposed, say “no.” If the result is clear, you may proceed and say “The ayes have it, and _____ has been elected for position ____ of “Most Awesome PTA.” If the result is not clear, you need to move to another form of voting to get a clear result: Show of Hands Vote, Rising Vote, Counted Rising Vote, or Ballot Vote.

Online Voting Platform & Email

- Ballots should be sent to every PTA member who has provided a unique email address.
- Ballots distributed via email must be returned via email to the specified email address included in the original notice.
- Electronic vote notices containing member ballots shall not be forwarded under any circumstances

Using Postal Mail for an election

- All PTA members in good standing shall be mailed a paper ballot, unless the member opted out.
- Ballot mailing should include candidate information, voting procedure, clearly defined voting deadline and a stamped, addressed return envelope, paid for by the PTA.
- The ballot should include a member identification number.
- Ballots should be date stamped when received.
- Ballots not returned in their original form are unverifiable and shall be disqualified.

Close out the Election by congratulating the newly elected officers and thanking the outgoing officers, the Nominating Committee, the Teller Committee and the general membership for participating in the election process.

PTA Candidate Sample Interview Questions

Sample interview questions for use by a Nominating Committee. Nominating Committees are encouraged to add questions specific to their PTAs, their communities and the position for which the candidate is applying.

- What are the strengths (experience, relationships, skills) that you bring to the position you are seeking?
- What about the position excites you?
- What about the position will be a challenge for you?
- What do you believe are the PTA's current/future needs?
- What new initiatives or programs do you think this PTA should undertake?
- What prompts you to seek this position?
- Joining a board requires working as part of a team. How would you describe your ability to work as a team?
- Leading a PTA is a commitment. Are you able to give the time necessary to fulfill this role and to attend all PTA and board meetings and events?

Qualifications To Consider

- A current PTA member
- Knowledge about PTA policies and procedures and its role within the school and community
- Willingness to participate in PTA training
- Must be fair and objective and able to subordinate personal interests to the interests and well-being of the local PTA or council.
- Experience in PTA work or other non-profit volunteer work
- Dedication and time to commit to the PTA role for which they are applying
- Believe in the Mission and Values of PTA: collaboration, commitment, diversity, respect and accountability.