

Nominating Committee & Elections

Tip Sheet 2018-2019



Washington State
PTA
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What is legally required to remain in good standing with WA State PTA Uniform Bylaws?

The WSPTA Uniform Bylaws (Article 5, Local PTAs and Councils, Section 5A) require that the nominating committee consist of three members to be elected at a membership meeting at least 30 days preceding the election of officers.

Cliff's Notes: every PTA by law must have a 3-person nominating committee every year

Formation of the NC (Nominating Committee)

Who cannot serve? The president and principal may not serve, may have no part in deliberations, does not appoint committee members or the chair, nor may play any role in this committee work.

Who can serve? Any member of your local unit who; knows about your PTA needs and goals, is available for a considerable time, has not served on this PTA's NC for two years in a row already. Possess; tact, integrity, discretion, courage, enthusiasm, sound judgment, merit and ability. Those interested in holding an Executive Committee position the following year may serve on the NC but will remove themselves when conversation includes the interested position and its candidates.



NC > Elections Timeline

Working Backwards:

7. All Executive Committee members must receive training and this year's **WA State PTA Convention** will be Thursday through Sunday, April 26—28

6. **Elections** for 2019-2020 ideally will take place before Convention so that the entire Executive Committee can plan on attending Convention

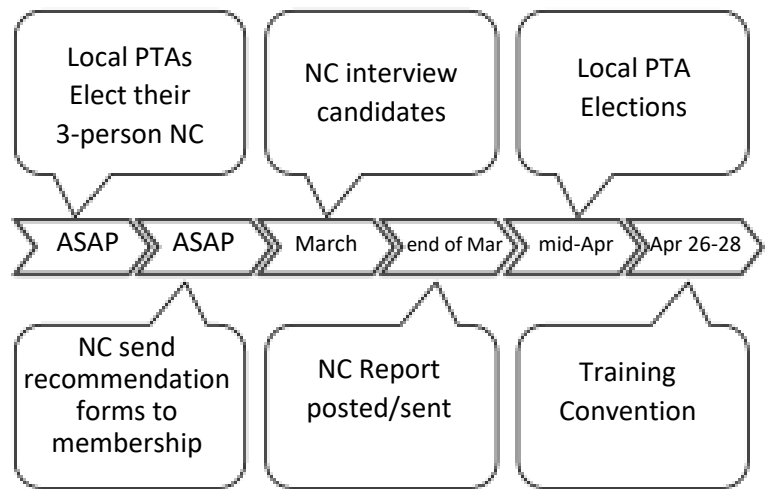
5. NC must post and/or send their **Report** to the members 15 days before Elections

4. NC needs time to review and **interview candidates**

3. Nomination recommendation **forms due** (can nominate self or another person – PTA should give ten-day turnaround)

2. NC **sends Recommendation Forms** to all members of their local unit

1. **NC is formed** at a Membership Meeting





What is an Executive Committee? A: your elected officers

Your local unit PTA will have your definition of which roles are in your elected officers, your Executive Committee. By law, all non-profit organizations must have; President, Vice President, Secretary, Treasurer. Your Standing Rules may include co-positions.

What is a Board of Directors? A: your Exec Com & active chairs

Your Board of Directors would be your elected officers, standing committees, other representatives and Ex-Officio members (see your Standing Rules for details regarding your PTA).

Standing committees conduct business year-round and are identified in the standing rules. Ad hoc, special committees, or task forces conduct specific business on an ad hoc (as needed) basis. These committees dissolve when business is complete.



**If we already have volunteers, why should we bother with a NC?
A: It's the law and it puts the best candidates in office**

The WSPTA Uniform Bylaws (Article 5, Local PTAs and Councils, Section 5A) require a NC.

The charge of the NC is to recognize and recruit the *most qualified people available* for elected PTA positions as defined by the local PTA standing rules. The members of the NC have a tremendous influence on the future of the local PTA, making it the most important committee in PTA. A well-established process for identifying and nominating qualified people to step into leadership positions will ensure success for many years into the future.



Where do I get the full NC & Elections Handbook and forms?

<https://www.wastatepta.org/> Login: Every Password: Child
 Navigate to: PTA Leaders | Leader Resources | Leadership Guides page |
 NOMINATING COMMITTEE AND ELECTIONS



Watch the 30 min video under: PTA Leaders | Leader Resources | Training

Questions can be sent to: HighlineCouncilNomCom@gmail.com