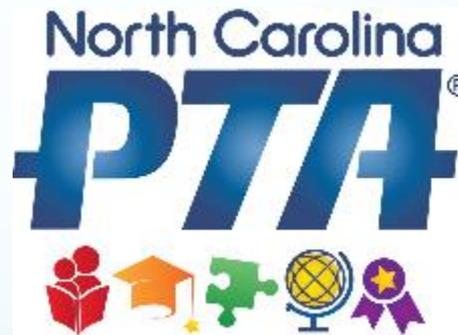


# PTA Leadership Begins with the Nominating Committee



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# “All Things Nominating” Agenda

- Purpose of the Nominating Committee
- Forming the Nominating Committee
- Work and best practices of a successful Nominating Committee
- Electing the Slate
- NCPTA Resources to support your work

# Nominating Committee Purpose



# Nominating Committee Purpose

- Find future leaders to carry out the mission, vision, and values of PTA
- Nominating committee is responsible for selecting officer candidates to present to the general membership for election



# PTA Mission

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA is:

A powerful voice for all children

A relevant resource for families and communities

A strong voice for the education and well-being of every child



# PTA Values

- Collaboration
- Commitment
- Accountability
- Respect
- Inclusivity
- Integrity

# Nominating Committee Formation

# PTA Bylaws

- **Read & Review** uniform PTA **bylaws**
- All PTAs in North Carolina have **same** bylaws
- Bylaws are the **governing document** containing rules and policies for PTAs
- PTAs **must follow bylaws** as part of NCPTA's "Good Standing Requirements"
- All members of Board of Directors & nominating committee need copy of bylaws
- Visit [www.NCPTA.org](http://www.NCPTA.org) or email [office@NCPTA.org](mailto:office@NCPTA.org)



# Nominating Committee- Article 8 Committees

## **Section 8.1a. – i Standing Committees.** *(see bylaws for full text)*

- **The Nominating Committee is a Standing Committee.**
- Board of directors **must** establish Nominating Committee **by November 1.**
- Board of directors **elects** chairs & members of standing committees.
- Only members of this local PTA can serve as chairs or members of standing committees.

# Nominating Committee- Article 8 Committees

## **Section 8.1a. – i Standing Committees.** *(see bylaws for full text)*

- Terms of standing committee chairs & members - **7/1 to 6/30.**
- Standing committee chair presents **plan of work** to board for approval.
- President is an *ex officio* voting member of all standing committees **EXCEPT Nominating Committee.**
- Standing committee **meetings** are called by the chair or any three committee members.

# Nominating Committee- Forming Committee

## **Section 8.3a.-b. Nominating Committee.**

### **Composition of the Nominating Committee:**

- The nominating committee shall be comprised of an **odd** number and no fewer than **three** members.
- At least **two** of the committee members shall be board members and at least **one** committee member shall be a member of the local PTA who does not serve on the board.
- **Neither** the **President** nor the **Principal** shall be a member of the nominating committee.

# What Skills Should Nominating Committee Members Have?



- Fair, ethical and impartial evaluating people or situations
- Ability to listen and ask insightful questions
- Ability to keep confidential information confidential
- Understanding the PTA Mission and Purposes
- Understanding of how to build skill sets by position

# Nominating Committee Work and Best Practices

# Be Sure, Be Fair, Be Careful

- ✓ **Be Sure:** Follow bylaws. Only members of this local PTA can serve as chair or members of the nominating committee.
- ✓ **Be Fair:** Every effort should be made to identify, recruit and encourage candidates representative of the school and community to serve on the nominating committee. (See National PTA Diversity & Inclusion Policy)
- ✓ **Be Careful:** PTA Leadership begins with the nominating committee.
- ✓ The future of your PTA is determined by the leadership qualities of the people serving on the nominating committee.

# Nominating Committee

## When Does the Nominating Committee Begin Its Work Recruiting Officers?

- **July 1, November 1, NOW!**
  - Do **NOT** wait until the month before the election in the spring.
  - **HUGE disservice to PTA** to simply & quickly fill officer positions with only warm bodies
- **PTA Bylaws Section 8.3c.** Throughout the year, the nominating committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of this local PTA.
  - The nominating committee is seeking & recruiting all school year long BUT it cannot do this alone.
  - All members of the board should be ambassadors for the PTA, promoting the great programs the PTA is doing for students, teachers & parents AND recruiting new committee members and board members!

# Nominating Committee- Article 6 Officers

The Nominating Committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of this local PTA.

## Who are the officers?

### Section 6.1 Officers.

- The only elected officers of this local PTA shall be a president, one or more vice president(s), a secretary, and a treasurer.
- No PTA member shall serve in more than one elected position at a time.
- Upon taking office, each elected officer must be a member of this local PTA.

# Nominating Committee- Officers Roles

## What are the roles and responsibilities of the officers?

- The nominating committee needs to understand roles & responsibilities of officers in order to recruit talented, motivated and responsible individuals.
- The **bylaws** include information of general roles & responsibilities for the officers.
  - **Section 6.6 General duties.** All Officers shall perform the duties outlined in these bylaws and those assigned by the board of directors of this local PTA.
- If your PTA has adopted standing rules, the standing rules may include additional duties and information for officers.
  - **Section 6.7 President.**
  - **Section 6.8 Vice President(s).**
  - **Section 6.9 Secretary.**
  - **Section 6.10 Treasurer.**

# Responsibilities of Nominating Committee: Seeking Candidates

- Solicit suggestions for officer nominees by sending out an announcement to the general membership indicating nominating committee is seeking candidates for president, vice president(s), secretary and treasurer.
  - Announcement should include:
    - names
    - contact information
    - nominating committee deadlines
- Individuals may not willingly come forward to volunteer to serve as an officer.
  - If you know a person who is qualified, please reach out to them and tell them why you thought of them. Most people like to be ASKED to serve as an officer.



# How To Recruit Parent Leaders

Consider announcements of openings through all available communications channels:

- PTA Newsletters
- School Messenger (phone calls)
- Website Announcements
- Bulletin Boards
- In-person at PTA and/or Staff Meetings
- MemberHub



# How to Recruit Parent Leaders

Some parents may take the first step in seeking a leadership role in your organization.

For others, you may need to initiate the relationship by recruiting them into partnering with you.

Once you have identified individuals who demonstrate qualities that set them apart as potential parent leaders.

Consider using “Informational Interviewing”

- \* Harvest names of folks you can then pursue as potential recruits

# Who? Does your board include people who exhibit...

- Ability to inspire
- Ability to listen
- Ability to think analytically
- Acceptance
- Caring
- Commitment to excellence
- Competence
- Confidence
- Enthusiasm
- Willingness to help others

# Strategies to Encourage Parent Participation



- Give parents compelling reasons to become involved and to believe their involvement will be effective and personally rewarding.
- Provide a written job description or explanation to give parents an idea of what is expected of parent leaders in your organization.
- Prepare parents in advance of the first meeting by briefing them on who will be there, what will happen at the meeting, and what their role will be.
- Give parents a written explanation of acronyms and plain language definitions of words used at the meetings or within the system.

# Strategies to Encourage Parent Participation

- Spend one-on-one time with parents to define their individual interests.
- Ask what drives them to want to become more deeply involved.
- Understand what they are passionate about.
- Whenever possible, approach parent leaders at the initiation of a project or as a new policy or procedure is being considered. Avoid recruiting parents to simply “rubber stamp” decisions already made.
- Provide parents with information about the culture of the organization and discuss openly with them the similarities to and differences in their own family culture.
- Provide a mentor who can provide an informal orientation and training about the process of meeting and tasks to be accomplished by the group.
- Invite at least two parents to become parent leaders in any setting or group to avoid a lone parent feeling outnumbered or being perceived as the “token” parent.

# Signs That Parents Want to Get Involved

Look for parents who:

- Show initiative and don't shy away from asking for help
- Ask questions about the mission, policies, and/or operation of the PTA
- Volunteer to take on more tasks or responsibilities
- Ask about other parents or families involved in the PTA
- Voice another family's concerns and/or goals
- Notice and encourage progress and growth within themselves and others
- Share ideas for activities, fundraisers, or other projects
- Share information and resources with others in their family or community
- Encourage other parents to take advantage of opportunities
- Respect and model the rules or policies of the program
- Take on leadership roles in the community or at other programs or agencies

# National PTA Diversity & Inclusion Policy

PTAs must understand and embrace the uniqueness of all individuals, appreciating that each contributes a diversity of views, experiences, cultural heritage/traditions, skills/abilities, values and preferences.



# National PTA Diversity & Inclusion Policy

## PTAs should strive to:

- Respect Differences
  - Acknowledge commonalities in efforts to unite communities
  - Develop meaningful priorities
  - Represent your communities

## PTAs should represent their communities:

- Strengthens schools and families.
  - Greater chance of increased volunteerism.
  - Receive additional support and resources.
- 
- The **recognition of diversity** within organizations is **valuing differences and similarities in people through actions and accountability.**



# Nominating Committee: Officer Candidates

## **Suggested Qualifications of Candidates:**

- Knowledgeable about the PTA mission and PTA policies.
- Experienced in PTA or other organizational work.
- Demonstrates a sense of justice and fairness in PTA or other volunteer or organizational work.
- Exhibits enthusiasm for PTA & its goals.
- Willingness to make PTA a high priority in his/her schedule.

# Nominating Committee- Interview Process

- Screen, Evaluate and Interview candidates.
  - Ask all candidates the same questions.
  - Take time to fully discuss and review all candidates.
  - Give careful consideration to qualifications of candidates.
- Outline the Roles and Responsibilities.
  - Give a CLEAR understanding of positions and roles.
  - Explain level of commitment for each position.
- If a member of the nominating committee is being considered for an officer position, he/she must leave the meeting during the discussion and voting for that officer position.



# Nominating Committee- Slating Candidates

- It is the duty of the nominating select the best-qualified possible for each officer
- The nominating committee votes for only one nominee for each officer position.
- The candidate with a majority vote is the nominating committee's nominee for that office.
- The nominating committee prepares a Slate of Nominees and committee members that agree, sign it (Must have majority).
- The nominating committee is autonomous (independent) from the board in voting on its Slate of Nominees. The board does NOT vote on the Slate and may not change it.



# Nominating Committee- Slating Candidates

## **Section 8.3d.**

**Prior to the last general membership meeting each fiscal year:**

- The Nominating Committee shall prepare a **Slate of Nominees for Officers** of this local PTA for the coming year.
- The President shall include that slate in the notice for the last General Membership Meeting.
- The Chair of the Nominating Committee shall place such names in nomination at that meeting.
- The Election shall be conducted as provided in Section 6.2 of these bylaws.

# Nominating Committee: Do's

## DO:

- Review bylaws and Nominating Committee process.
- Meet as soon as possible so a 2<sup>nd</sup> and 3<sup>rd</sup> meeting can be held if needed.
- Study carefully the skills, qualifications and interview questions before presenting name as nominee.
- Make sure candidates are members of your PTA.
- Remember discussions are confidential.
- Announcement Slate of Nominees at least 10 days before election.
- Sign report if you agree with the nominees.
- Members of the Nominating Committee may be nominated.



# Nominating Committee: Don'ts

## DON'T:

- Nominate someone because of friendship- Instead, look at skills and qualifications.
- Nominate someone with an idea of getting him/her involved if there are doubts about their interest or ability to perform the duties of the office.
- Nominate someone to only have a warm body to fill position.
- Accept the office for the title only.
- Post interview questions and responses for public viewing



# Nominating Committee-Extra Pointers

## Extra Pointers:

- If nominee withdraws before the election is held, the nominating committee meets and presents another candidate.
- When discussing a member of the nominating committee, ask member to leave during discussion.
- Nominating committee chair reads the Slate of Nominees at the election meeting.
- Bring bylaws, standing rules, roles and responsibilities list, ballots, pens/pencils to meetings.
- Be very forthright with a potential candidate in discussing roles and responsibilities for officer positions.



# Nominating Committee-Common Board Mistakes

## Board Mistakes:

- Electing the nominating committee a before election.
- Failing to provide advance notification to board about when nominating committee will be elected.
- Failing to apprise all members of their eligibility to potentially serve as an officer or on the nominating committee.
- Selecting officers without 1<sup>st</sup> determining what skill sets and qualifications are needed for the position.
- Not actively recruiting new volunteers to serve on board committees.
- Assuming only members who have children in the school are the best candidates for leadership roles.
- Overlooking teachers as potential board leaders or committee members of Parent Teacher Association.



# Electing the Slate

# Nominating Committee- Article 6

## Officers Election

### **Section 6.2a.-b. Election.**

- Officers who will serve for the coming fiscal year shall be elected at the last general membership meeting of the fiscal year.
- These officers will assume office on July 1 and serve until the following June 30.
- The nominating committee shall nominate a slate of eligible candidates for election as officers of this local PTA, as provided in Section 8.3 of these bylaws.

# Nominating Committee-Article 6 Officers Election

## Section 6.2c. Election.

- The president shall give notice of the election of officers to the general membership **at least ten (10) days** before the **last general membership meeting** of the fiscal year,
- And the notice will include the nominating committee's **slate of nominees**.

## Section 9.3 Last General Membership of the Fiscal Year.

- The last general membership meeting of the fiscal year shall be held in April, May, or June.

# Nominating Committee- Article 6

## Officers Election

### **Section 6.2d.-e. Election.**

- In addition to the individuals nominated by the nominating committee, **nominations from the floor will be allowed.**
- When there is **only one nominee** for an office, that election may be held **by voice vote.**
- If there is **more than one** nominee for any office, election for that office **must be by ballot.**
- **Only those individuals who are PTA members and who have signified their consent to serve if elected may be nominated by the nominating committee or by floor nomination or elected to such office.**

# Election – Points to Remember

- Nominees for office cannot be Tellers.
  - When there are 4 tellers, 2 are assigned the responsibility for reading each ballot, 1 silently and 1 aloud; the other 2 record the votes, as they are read, on separate tally sheets.
- When the President is the nominee for a second term. He/she may still conduct the election.
  - When a member of the nominating committee is on the Slate of Nominees, he/she can read Slate or have another committee may read the Slate.
- An election is an Order of Business on the general membership's agenda and is treated as such by the president or presiding officer.
  - The president should proceed slowly and be sure each member understands the procedure.
- The President should thank the nominating committee for their work.
- Be sure every nominee is a PTA member of this PTA.



# Nominating Committee- Resources

- National PTA Website
  - [www.pta.org](http://www.pta.org)
- NCPTA Website
  - [www.ncpta.org](http://www.ncpta.org)
  - Brand New Toolkit
- NCPTA Office
  - [office@ncpta.org](mailto:office@ncpta.org)

# Special Announcement



Now accepting letters of interest  
for the NCPTA Board of Directors

- Visit [www.ncpta.org](http://www.ncpta.org) for more information

Thank you!

