

Nominating committee procedures

1. The Committee shall consist of:

There shall be a nominating committee consisting of 3 members, 1 of whom shall be elected by the executive board from its body, and 2 who shall not be members of the executive board, elected by the association at a regular meeting of the association at least sixty (60) days prior to the election meeting. The committee shall elect its chair. An alternate will be elected.¹

2. Since the bylaws indicate that committee's report and elections be held at the **June**² general business meeting, the committee should strive to be formed no later than the April general business meeting to be in accordance with the sixty (60) day time frame outlined in the bylaws.

3. Once the committee has been formed they will elect a chair from the 3 committee members.

a. Responsibilities and duties of the chair are³:

- ensure that all committee members have current by laws and job descriptions for the positions being filed⁴
- set the meeting(s) of the committee
- Determine the best way to gather recommendations for potential candidates, ascertain their eligibility to serve in an office⁵ and contact them to obtain their commitment to being considered for a position before the committee meets. Set dates for recommendations to be received by.
- publicize the positions that are available via: flier, FB, email, robocall, and any other method they see fit.

b. Responsibilities and duties of the committee are:

- Keep all conversations about candidates confidential

¹ Sec. 3 (a) of Article VII Unit 07-309 Bylaws, approved 01/2015, expire in 2019

² Sec. 3 (e) of Article VII Unit 07-309 Bylaws, approved 01/2015, expire in 2019

³ See NYS Bylaws, Procedures, Nominations & Elections Guide (available at http://www.nyspta.org/pdf/MembersOnly/Section_07-RG_2011-Bylaws%2c_Procedures%2c_Nominations_and_Elections.pdf)

⁴ If no unit descriptions are available, the committee should refer to Article VIII of the Unit 07-309 Bylaws, approved 01/2015, expire in 2019, and the NYS Bylaws, Procedures, Nominations & Elections Guide (available at http://www.nyspta.org/pdf/MembersOnly/Section_07-RG_2011-Bylaws%2c_Procedures%2c_Nominations_and_Elections.pdf)

⁵ Section 2 (d-f) of Article VII of the Unit 07-309 Bylaws, approved 01/2015, expire in 2019

- Decide best candidates for the 4 officers – if candidates are not available for all positions, a position can be left open. Priorities are president and treasurer. Every effort should be made to fill all positions.
 - Decisions by committee are by consensus or vote
 - Committee members must publicly support the recommendations
4. Once the Committee has a list of candidates (who have given their consent to be considered) they shall conduct interviews with all candidates.
 - a. The questions of the candidates are to be created by the nominating committee as the needs of the unit may change from term to term
 - b. How the candidates will be interviewed is also to be decided by the committee. Some suggested approaches are: face to face interviews with the entire committee, written interview questions, or committee members splitting the interviews via phone or in person. Any other methods can be decided on by the committee. Any method the committee chooses can be used so long as all candidates are interviewed with the same technique.
 - c. How the interviews will be used to determine the slate is also the charge of the committee
 - d.
 5. Once the interviews have occurred the slate of officers will be announced by the nominating committee chair.
 - a. Ideally this will occur at the **May** general business meeting, but at least one (1) week prior to the election meeting (**June**)⁶.
 - b. If the slate is not fully prepared by one (1) week prior to the election meeting, a minimum of two (2) days notice is required in order to allow for nominations “from the floor” to occur (see #6)
 - c. Notice of the slate will be presented via meeting, Facebook, & email
 - d. Candidates for officer positions will be notified prior to the public release of the slate by the nominating chair. This may be done via phone or email at the discretion of the nominating committee chair (so long as all candidates are contacted in the same manner).
 6. Any PTA member is allowed to nominate a candidate not on the slate from the floor at the election meeting (**June**) but they are required to obtain written consent of the nominee and to notify the Nominating Committee chair at least two (2) business days before the meeting⁷
 - a. If there are candidates running from the floor the Nominating Committee chair will announce those candidates in the PTA’s final reminders for the election meeting (Facebook, email, etc) and let the general PTA know that elections for the contended offices will be done via ballot at the meeting.

⁶ Section 2 (b) of Article VII of the Unit 07-309 Bylaws, approved 01/2015, expire in 2019

⁷ Section 3 (f) of Article VII of the Unit 07-309 Bylaws, approved 01/2015, expire in 2019