

Pittsford PTSA - Nominating Committee Procedures
Enacted January 2024 in accordance with 2023-2026 Bylaws

PURPOSE

These Procedures outline the work of the Nominating Committee. They supplement, but do not replace, the Bylaws. In the event of a conflict between the Bylaws and Procedures, the Bylaws must be followed.

1. INTRODUCTION

- The Nominating Committee is charged with "finding the best possible nominees for office" and their work is vital to the overall health of Pittsford's PTSA.
- Prior to commencing its work, the Committee must familiarize itself with: the Bylaws, these Procedures; and Section 7 of the NYS PTA Resource Guide.
- In accordance with best practices as outlined in the Resource Guide, the dates, times and locations of meetings, as well as the deliberations of the Nominating Committee are strictly confidential, both during and after the elections. When electing members to this Committee, the PTSA membership should seriously consider each candidate's ability and willingness to commit to strict confidentiality.
- No member of this Committee may be appointed. The President may not serve on this Committee. The President-elect and the Past President are each eligible to serve on the Nominating Committee, if elected.
- The President and President-elect are responsible for facilitating the creation and work of the Committee.
- The President must not influence or otherwise be involved in the process itself.

2. ANNUAL TIMELINE

- At the February PTSA meeting, the President and President-elect are responsible for distributing PTSA Bylaws Article VII (Officers and Their Election) as well as these Procedures. They should also present and discuss the nominating process, and give an overview of the Nominating Committee's work.
- The Committee is formed by elections (see below) at the March PTSA general meeting, and presents its slate of nominees for officers at the June PTSA meeting each year.
- An online confidential (Cognito) form will be open, gathering those interested in serving as officers for open positions, in early April and will close mid-April.
- The Committee should be prepared to provide updates on its progress at the April and May PTSA meetings, though no information pertaining to specific candidates can be discussed.

3. NOMINATING COMMITTEE MEMBERSHIP

- The call for Nominating Committee volunteers should be announced to all PTSA members by email and in all available channels in early February. Those who qualify must fill out the confidential (Cognito) form to express their interest by the deadline specified on the Pittsford PTSA website prior to the March PTSA meeting. The

application form will close no later than three school days prior to the March PTSA meeting to provide time to confirm membership and prepare ballots.

- The President-elect should send a final reminder email to the entire PTSA membership at least 48 hours prior to the deadline. The nominating committee volunteers could be present at the meeting or provide the president with their statement to read.
- There are five members on the Nominating Committee, as follows:
 - Three of the members shall be elected by the Executive Board from the Executive Board (Executive Board = Executive Committee and chairs of standing committees); and
 - Two of the members shall be from the general membership and NOT be members of the Executive Board. These shall be elected by the general membership
- Election of all 5 members shall take place at the March PTSA regular meeting. Members of the Executive Board shall receive 2 ballots: one to elect the 3 Executive Board members and another general membership election ballot. All other PTSA members present at the general meeting shall receive one ballot to elect the two general membership seats to the nominating committee.
- Voting for committee members is by simple majority, and voting is by ballot. The PTSA President and President-elect are responsible for ensuring that an appropriate ballot voting system is used for tallying the votes, and for posting the list of Committee Members within a week of the March PTSA meeting. The President and President-elect should also notify the elected members directly.
- The president is recommended to make the motion at the meeting to destroy the ballots 2 weeks after the election is held.

4. SELECTION AND ROLE OF NOMINATING COMMITTEE CHAIRPERSON

- The newly elected Nominating Committee must convene to review procedures, gather any questions and select its chairperson within 2 weeks of their election. The newly elected chairperson should notify the President, President Elect, and VP of Communications.
- The Committee selects its chairperson by majority vote. There may only be one chairperson.
- After being named, the Chairperson must solicit the password for the confidential (Cognito) form from the VP of Communications. This should not be shared at any point. Only the chairperson has access to this form, which contains the applications for nominees for officer positions.
- The Nominating Committee Chair must check the confidential (Cognito) form and give an update via email to the executive board of any open officer positions that have no applicants halfway through the application time frame and at least a week before the application deadline (approximately second week of April).
- The Chairperson has several additional responsibilities as outlined in Section 7 of the NYS PTA Resource Guide, pages 19-20.

5. OFFICER POSITIONS REQUIRING ELECTION

All Officers (except for the President) and the four Vice Presidents must be elected. The following are the positions that must be filled by election of the Nominating Committee and vote of the PTSA members:

- President-elect (elected each year)
- Treasurer*
- Secretary**
- VP of Education*
- VP of Resource and Development**
- VP of Communication and Publication*
- VP of Program Support**

With the exception of the President-elect, positions are two year positions that are filled in alternating years.

Those elected in the first year are marked with *, those elected in the second year are marked as **

6. SELECTION OF CANDIDATES FOR OFFICER POSITIONS

- Nominees for officer positions must apply through the confidential public link on the Pittsford PTSA website during the dates specified on the website. This webpage should be updated no later than February each year. It will open April 1 and close in the third week of April.
- Nominees for officers must be current PTSA members. A complete list of PTSA members should be provided to the Committee immediately following the March PTSA meeting by the PTSA Membership Coordinator, if no member on the nominating committee has access through their role to the membership list online. This list should only be used for the purpose of verifying membership or encouraging members to apply for officer positions before the April deadline.
- It is the responsibility of all PTSA board members and nominating committee members to publicize and encourage qualified candidates to submit an application for any officer position before the April deadline.
- If there is no candidate for a position, it is left vacant and the position can be left open for candidates from the floor at the June PTSA annual meeting. Our bylaws state: "The committee may reconvene to fill any positions that remain unfilled or become open prior to the election meeting. Notice shall be given to the membership as soon as a nominee is selected by the nominating committee to fill such positions." If the nominating committee wishes to fill a vacant position after presenting the slate they must notify the membership at least 3 school days prior to the June election in order to give two school days notice for anyone indenting to run from the floor.
- Nominees should be the persons most qualified to hold the position, and should have experience in PTSA.
- The Committee shall elect one person (only) for each open seat, if there is at least one qualified candidate for the seat.
- Only candidates who have agreed to serve if they are elected shall be nominated.

- Members of the Committee may be nominated; they must recuse themselves from portions of the meetings during which their qualifications and those of their fellow nominees will be discussed. They must also recuse themselves from voting for the position for which they themselves have been nominated and that vote must be the majority of the four remaining committee members.
- Committee meetings that will include deliberations should preferably be held in person due to confidentiality.
- The nominating committee nominates one person for each office. It is the nominating committee's responsibility to nominate the most qualified member for each office. If the committee cannot decide on or find one person for an office, they nominate no one and nominations come from the floor at the election meeting, as specified in Article VII, Section 3 of the bylaws. The nominating committee reports at the election meeting. (Section 7, p. 4 of the Resource Guide)
- The Committee should apprise nominees of their selection and invite them to attend the June PTSA meeting, at which the elections will be held.

7. ELECTION (JUNE PTSA ANNUAL MEETING)

- The Nominating Committee Report - which specifies the slate of nominees for officers - must be published 2 weeks before the June PTSA general election meeting (approximately mid-May) in accordance with our bylaws.
- The slate of nominees is presented at the June PTSA meeting by the Committee Chairperson.
- The Chairperson then announces the names of any nominations from the floor, only if the process as outlined has been followed.
- The Chairperson makes a motion that the slate of nominees be adopted.
- As per the bylaws: "The committee shall be discharged at the end of the election meeting."

8. OFFICER NOMINATIONS FROM THE FLOOR

- At the June PTSA meeting, nominations may be made from the floor only if:
 - The nominee has provided written consent that they can be nominated and that, if nominated, they are willing to serve; and
 - At least three school days before the June PTSA meeting, the Chairperson of the nominating committee and the President have received written notice of the candidate's intention to run so ballots can be prepared. The deadline will be published.
- When there are nominations from the floor each candidate has a 2 minute opportunity to introduce themselves. Anyone who is on the slate in a position where there will be a candidate running from the floor should be notified at least 3 school days before the annual meeting.
- When there are multiple candidates for a position voting is done by ballot.

9. UNFILLED OFFICER POSITIONS

- The Bylaws prohibit officers from remaining in their positions after two years. Unfilled positions will be filled by the executive board, according to Section 7 of the NYS PTA Resource Guide, page 4 outlining vacancies.

- The secretary should record the dates upon which all officers begin their positions so that the Nominating Committee can be assured accurate information about which positions need to be filled.

10. ADDITIONAL RESOURCES

Pittsford PTSA Unit Bylaws (see Article VII):

https://www.pittsfordptsa.net/_files/ugd/17e0ca_e2d008ccaa9949c88203cca3289bf28a.pdf

NYS PTA Resource Guide - Section 7:

https://nyspta.org/wp-content/uploads/2019/12/07-Bylaws_Procedures-19-CVR.pdf

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