

# WSPTA Nominating Committee Handbook

Leadership Packet 2014-15



## Leadership Resources:

[www.wastatepta.org/leadership](http://www.wastatepta.org/leadership)

In the "resources" section of the Washington State PTA website you will find resources available exclusively to PTA members. This page contains PTA and the Law resources, leadership packet materials, Money Matters and a variety of resources for PTA officers and members. To access the resources site, the user name is "Growing" and password is "Together." The user name and password to leadership resources are subject to change, but every effort will be made to notify PTA leaders in a timely fashion.



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# WSPTA NOMINATING COMMITTEE

## LEADERSHIP PACKET 2014-15

### 1. THE PURPOSE OF THE NOMINATING COMMITTEE

The charge of the nominating committee is to recognize and recruit the most qualified people available for the PTA positions. It is the most important committee in PTA. Having qualified people step into leadership positions in a local unit, council, region or at the state level will ensure success for many years into the future. The work of this committee is paramount to fulfilling our mission as PTAs.

Members of the nominating committee must be elected by the general membership. Committee work includes holding confidential meetings, reviewing nominations, and searching for the best qualified candidates for leadership roles in your PTA.

When nominating good candidates for your nominating committee, look for people with tact, integrity, discretion, and the ability to stand up for what they believe in. Sound judgment, familiarity with the needs of your PTA and skill in evaluating possible nominees are essential. Confidentiality is a must, as committee members will hold honest discussions and must agree to announce only the names of the nominees, not the conversation around those choices or the names that were not submitted for nomination.

Early election of the nominating committee is ideal so the committee can begin its work. Consider electing your nominating committee at the first general membership meeting in the fall so they can keep their eyes open for candidates all year long. Plan backwards from deadlines, keeping in mind that officers must be elected before **April 30** to be in compliance with the *WSPTA Uniform Bylaws* and that the nominating committee must make its report to the general membership 15 days prior to the election. To be eligible for election to an office, candidates must have been a member of any PTA in the State of Washington for 30 days prior to the election, although it need not be the PTA in which they are seeking an office. Once elected, officers must be a member of the PTA in which they were elected in order to take office.

Being a member of this committee is an honor given by your membership because they believe in your judgment and have the confidence you will keep the best interest of your association at the forefront. Celebrate this committee and continue the great work you all do each day for children and youth.

This booklet provides detailed information on how to elect a nominating committee, how the nominating committee seeks and selects qualified nominees for PTA leadership, and answers frequently asked questions regarding the duties of the nominating committee.

## 2. BUILD A NOMINATING COMMITTEE NOTEBOOK

Each unit/council should have a nominating committee notebook that can be used by the committee and will include necessary information. Below is a list of suggested items to include in the notebook:

- Date the nominating committee report is due to the local unit or council membership. (The nominating committee shall submit to the membership a written and signed report at least fifteen (15) days prior to the election of the name of one (1) or more candidates for each office to be filled. Additional nominations may be made from the floor with the consent of the nominee. WSPTA Uniform Bylaws, Local Unit Article 5, Section 5[b] and Council Article 6, Section 5[b].)
- Dates of PTA events for the year.
- List of active PTA members. (A membership roster can be downloaded from the WSPTA membership site.)
- A sample [recommendation for nomination](#) form. This is the form that will be sent to the members for recommending someone to the nominating committee. (The sample form is at the end of this section.)
- Contact information for the council officer, service delivery team member or region director (These individuals may serve as a resource for the nominating committee and to get questions answered.)
- Copy of the local unit's or council's standing rules.
- Copy of the *WSPTA Uniform Bylaws*.
- Job descriptions for applicable positions.

## 3. ELECTING A NOMINATING COMMITTEE

The *WSPTA Uniform Bylaws* [Article 5, Section 5(a) Local Unit and Article 6, Section 5(a) Council] **require** that the nominating committee is elected at a general membership meeting at least thirty (30) days preceding the election of officers. This committee should never be appointed by the president nor be selected by asking for volunteers. No member should serve on this committee unless elected as specified in the *WSPTA Uniform Bylaws*. The president and principal are not eligible to be elected to, or serve on the nominating committee and may have no part in its deliberations.

The members of the nominating committee have a tremendous influence on the future of your PTA unit or council and should be carefully selected. Nominating committee members are viewed as wise, tactful, circumspect, persuasive, and as having broad acquaintance with the membership. Members of the nominating committee should be elected on merit and ability -- never on popularity.

Members of the nominating committee are not barred from becoming nominees for elected office. Thus, committee members cannot be deprived of the right to hold office by being elected to the nominating committee. No person may serve on this committee for two consecutive years.

Candidates for the nominating committee must have been a member of the PTA unit for at least 30 days prior to the election of the nominating committee.

The nominating committee shall consist of at least three members and two alternates. The election of the members may be by voice vote if there are no more than three nominees otherwise a ballot vote must be taken. The election of the alternates may be by voice vote if there are no more than two nominees otherwise a ballot vote must be taken. The secretary shall record the process used and results in the meeting minutes.

**EXAMPLE FOR MINUTES:**

President Susie Sample outlined *WSPTA Uniform Bylaws* Article 5, Section 5, and asked for nominations. Sally Something nominated Nancy Name. Nancy accepted. Jane Doe self-nominated. Sara Someone nominated Ann Always. Ann accepted. There were no other nominations and a voice vote was held. Nancy Name, Jane Doe and Ann Always were unanimously elected to serve on the 2013/14 Nominating Committee.

Election of Nominating Committee alternates: Erin Example nominated Patsy Petunia. Patsy accepted. Sara Self nominated John Johnson. John accepted. There were no other nominations and a voice vote was held. Patsy Petunia and John Johnson were unanimously elected to be Nominating Committee alternates. President Susie Sample verified that the Nominating Committee and alternates are eligible to serve per the *WSPTA Uniform Bylaws*.

#### 4. NOMINATING COMMITTEE MEETING WITH PRESIDENT

After the election of the nominating committee, the PTA president should meet with the committee and give the committee this section of the leadership packet as well as the unit's or council's nominating committee notebook. This meeting should address the following topics:

- The president can't be involved in the nominating committee process or selection of officers.
- The importance of this committee's ability to hold its own counsel and have open and frank discussions about individuals they are considering for nomination.
- The importance of confidentiality and what confidentiality means.
- Committee calendar. Review dates as it is best to work back from the relevant general membership meeting date.
  - Officers must be elected by April 30 to be in compliance with the *WSPTA Uniform Bylaws*
  - The WSPTA convention will be held on April 17-19, 2015

- Local unit or council general membership date
- The date 15 days prior to the general membership date when the nominating committee report must be posted

**EXAMPLE:**

- April 16 - General membership meeting where elections will be held
- April 1 - Nominating committee report sent to members
- March 29 - Nominating committee report is due to board of directors
- March 10 - Recommendation for nominations forms due to the nominating committee

## 5. PERSONAL AND GENERAL QUALIFICATIONS

Nominating committee members must have been a member of the PTA in good standing for at least 30 days prior to their election, and should possess the following characteristics (not in order of importance):

- Interest in and enthusiasm for the goals, mission and vision of the PTA unit or council
- Willingness to work and devote considerable time to furthering the purposes and programs of the PTA unit or council
- Tact, integrity and discretion and the ability to hold one's own counsel
- Courage to express ideas and to defend one's convictions
- Sound judgment and skill in evaluating possible nominees
- Knowledge of the PTA unit or council goals
- General knowledge of potential candidates' qualifications and abilities

## 6. NOMINATING COMMITTEE FIRST MEETING

After the election of the nominating committee, the committee should set a time and place for an initial meeting to establish a timetable and to begin the consideration of PTA members as potential nominees. An early first meeting will help ensure that sufficient time is given to consideration of all recommendations and suggestions.

**The nominating committee needs the following information from the board of directors:**

- Date of the general membership meeting where elections will be held
- Date the nominating committee report is due to the members
- Nominating committee notebook
- Membership roster

**At its first meeting, the nominating committee should:**

- Select the chair for the committee

- Verify that all elected nominating committee members are able to serve and complete the work. If a member cannot continue for any reason that member must resign and an alternate must be called upon to fill the vacated position.
- Set dates for its meetings
- Change/format/build a “recommendation for nomination” form to be sent to the members with a due date on it. For a sample [recommendation for nomination](#) form on page 14 of this publication.

**The nominating committee shall:**

- Promptly notify all submitters that their recommendations have been received.
- Meet to consider any potential nominee only when all committee members have been notified of the meeting.
- Review and verify qualifications of all recommendations submitted by the deadline established by the nominating committee.
- Seek other potential qualified and capable nominee(s) whose names have not been submitted to the committee.
- Contact potential nominee(s) only after agreed upon by the committee, to determine if they are willing to serve.
- Contact potential nominee(s) while the committee is in session, if at all possible.
- Notify nominees in advance when to expect a call from the committee.
- Be prepared to give potential nominee(s) a fair statement of what is expected of the position and the amount of time involved.
- Request resumes or additional information from potential nominees(s), if needed.
- Hold open, frank, and honest discussions to determine the most qualified and capable nominee(s) for office.
- 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 publically uphold the decisions of the nominating committee.

## 7. SELECTING THE NOMINEES

The committee’s major role and responsibility is to nominate the best qualified candidate(s) for each office. This requires giving careful consideration, both as an individual and as a committee, to the requirements and scope of the offices to be filled as well as to the qualifications and abilities needed to fill them, and to match these requirements to the qualifications of the members.

The committee should ask for recommendations from PTA board members and from the PTA membership and consider the vision and mission of the association as well. If it is likely that students will be transferring in from another school (e.g., elementary school students moving up to middle school or consolidation of schools), be sure to reach out to the PTAs in those schools as well.

Regardless of the number of times a name is recommended, that individual must be evaluated equally and by the same criteria as all other possible nominees. The committee is not required to select nominees only from the recommendations it receives. The committee is obligated to seek out all people who would best serve the PTA unit or council in a particular office.

Secure a copy of the current membership list so due consideration may be given to all qualified members.

A presidential nominee should not be asked whom he or she would like for running mates. This decision rests with the nominating committee. Nominees for vice president, secretary, or treasurer should be selected with the same care as a presidential nominee.

Selection of nominees should be an orderly process. Open and frank discussions about potential nominees must be held among members of the nominating committee.

These discussions must be kept strictly confidential, and no information, including the reasons for accepting or rejecting a recommendation, should ever leave the committee meeting.

The nominating committee should not meet to consider any potential nominee unless all committee members have been notified of the meeting.

**Note:** Article 5, Section 6 of the *WSPTA Uniform Bylaws* outline the eligibility requirements for a nominee for a PTA local unit office, and Article 6, Section 6 outlines the requirements for a nominee for a PTA council office. A copy of the *WSPTA Uniform Bylaws* is included in the leadership packet, and can also be downloaded from the Washington State PTA website under the resources tab.

## **7.1 Criteria for Selecting Nominees**

It is important that the nominating committee carefully consider each potential nominee. The well-being of the PTA unit or council must be the top priority. The following criteria should be considered and evaluated.

The potential nominee:

- Must be a PTA member (although not necessarily a member of your PTA) 30 days preceding the election. It is very important that this is confirmed
- Must be willing to receive and attend required PTA training for the position to which he or she will be elected
- Must be enthusiastic and supportive of the PTA unit or council
- Must believe in the objects and purposes of PTA and believe that PTA is the best association for working for children and youth
- Should have previous experience in PTA, though other association work may also be considered
- Should have knowledge of the PTA association and its role in the school and community
- Should be relied upon to give PTA a satisfactory level of priority and commitment



- Should have good relationships with people
- Must be fair and objective and able to subordinate personal interests to the interests and well-being of the PTA unit or council
- Should have vision and be innovative
- Must be at least 18 years old to be elected as a PTA officer

## 8. NOMINATING COMMITTEE REPORT

The nominating committee shall submit to the membership a written and signed report at least fifteen (15) days prior to the election of the name of one (1) or more candidates for each office to be filled. Additional nominations may be made from the floor with the consent of the nominee. (*WSPTA Uniform Bylaws*, Local Unit Article 5, Section 5[b] and Council Article 6, Section 5[b].)

The written report should be signed by all the nominating committee members.

The report is read to the PTA membership by the nominating committee chair, just prior to the election. The nominating committee has no role in conducting the election. The nominating committee is automatically discharged when its report is presented to the membership.

## 9. SAMPLE NOMINATING COMMITTEE REPORT

The \_\_\_\_\_ (insert year) \_\_\_\_\_ (insert local unit name) nominating committee places the following names in nomination:

For office of \_\_\_\_\_ (insert office); \_\_\_\_\_ (insert nominee);

For office of \_\_\_\_\_ (insert office); \_\_\_\_\_ (insert nominee);

For office of \_\_\_\_\_ (insert office); \_\_\_\_\_ (insert nominee);

For office of \_\_\_\_\_ (insert office); \_\_\_\_\_ (insert nominee);

The nominating committee has confirmed that all nominees have been a member of a PTA for at least 30 days prior to the election, and meet other requirements as stated in the *Washington State PTA Uniform Bylaws*.

Respectfully submitted,

\_\_\_\_\_ signature of nominating committee member

\_\_\_\_\_ signature of nominating committee member

\_\_\_\_\_ signature of nominating committee member

## 10. CONDUCTING LOCAL UNIT OR COUNCIL ELECTIONS

All members of the PTA, including those who join your PTA/PTSA upon arrival at a meeting at which an election will be held, should be allowed to vote at that meeting. However, they can't run for office unless they have been a PTA/PTSA member in good standing for at least 30 days, although it doesn't have to be your PTA.

If you are voting by ballot, it is critical that no one leave the meeting until the voting results are read. If an election is contested, there may be a need to vote again in case no one candidate receives a majority.

The standing rules of the local unit may provide that voting for officer or nominating committee positions be by mail or by electronic transmission if the name of each candidate is contained in the notice of meeting or set forth in a record accompanying the notice. Any vote cast by electronic transmission must be received no later than the date set forth in the notice of the meeting. The local unit standing rules may provide that members voting by mail or electronic transmission are deemed present for all purposes of quorum, count of votes, and percentages of the total voting power present, or only for the purposes of the election(s) conducted at the meeting. (From *WSPTA Uniform Bylaws* [Article 5 Local Unit, Section 3, Membership and Voting, and Article 6 Council, Section 3, Membership and Voting].)

## 11. SAMPLE SCRIPT FOR CONDUCTING THE ELECTION

**(Note:** This is sample wording; individual situations may vary. This example assumes that electronic voting has not been authorized. For more information on electronic voting, go to the Washington State PTA website: [www.wastatepta.org](http://www.wastatepta.org).)

PRESIDENT:

"The next business before the unit is the election of officers. The secretary will please read that section of the *WSPTA Uniform Bylaws* pertaining to the election of officers." (The secretary would then read from the *WSPTA Uniform Bylaws* the articles related to elections: Article 5, Section 6 for local PTA units; or Article 6, Section 6 for PTA councils). "In accordance with the *WSPTA Uniform Bylaws*, we will proceed with the election of officers."

PRESIDENT:

"We will now hear the report of the nominating committee."

CHAIR of the NOMINATING COMMITTEE:

"Madam/Mr. President (*pause for recognition*), the nominating committee places in nomination the following:

For president: \_\_\_\_\_  
For vice president: \_\_\_\_\_  
For secretary: \_\_\_\_\_  
For treasurer: \_\_\_\_\_.”

Signed \_\_\_\_\_, Chair

The chair then hands the written report to the president and retires to her/his seat.

PRESIDENT:

“The nominating committee has named the following persons as candidates for offices of the PTA/PTSA for the coming year:

For president: \_\_\_\_\_  
For vice president: \_\_\_\_\_  
For secretary: \_\_\_\_\_  
For treasurer: \_\_\_\_\_.”

“ \_\_\_\_\_’s name has been placed in nomination for the office of president. Are there further nominations from the floor?” (Always allow plenty of time.)

**Note:** Individuals do not have to be present to be nominated from the floor. However, they must give their permission to be nominated. If, after waiting a reasonable time, no other nomination is forthcoming, the president may close nominations by a general consent motion, in the following manner:

PRESIDENT:

“Hearing no further nominations for president, if there are no objections, the chair will declare the nominations for president closed.” (Pause) “Hearing no objection, the nominations for president are closed.”

This procedure is followed for each office in sequence in which the nominations were made.

Candidates should be introduced and names listed on a flip chart or other visual aid. The vote is then taken. The *WSPTA Uniform Bylaws* provide that when there is only one candidate for each office the vote may be by voice, but in the event that someone is nominated from the floor or a slate of two or more candidates is presented by the nominating committee, it becomes necessary for the chair to appoint tellers who are instructed to take a count of those members eligible to vote (those whose membership service fees have been paid for the current year). They also distribute, collect and count the ballots and report to the unit the results of the vote. A majority of those voting is necessary to elect.

The following example illustrates the form in which tellers' reports should be made:

Members present eligible to vote . . . . . 42  
Number of votes cast . . . . . 40  
Necessary to elect . . . . . 21

(More than half the eligible voters present)

**Note**, under Washington law, in order to be elected a candidate must receive a majority of all eligible voters who are present. If no one candidate receives a majority of all eligible voters present, even if they receive a majority of votes cast for a particular position, then a run-off election should be conducted, limited to the two candidates who received the most votes in the initial election.

For president:

Mrs. B. received . . . . . 26  
Mr. A. received . . . . . 12  
Mrs. C. received . . . . . 2

This process is followed for each office with more than one candidate.

Signed: \_\_\_\_\_

(Tellers) \_\_\_\_\_

Every name for which a vote has been cast must be reported, the one receiving the largest vote for each office being stated first. **The tellers never announce who is elected. Their report is given to the president who makes the announcement.**

The president declares who is elected as follows:

PRESIDENT:

“The officers you have elected for the \_\_\_\_\_ PTA for 20\_\_ to 20\_\_ are:

President: \_\_\_\_\_,

Vice president: \_\_\_\_\_,

Secretary: \_\_\_\_\_,

Treasurer: \_\_\_\_\_.”

## 12. RECORDING THE ELECTION RESULTS IN MINUTES

### **EXAMPLE:**

WSPTA Uniform Bylaws Article 5, Section 6 was read by Secretary Rose Reindeer. Jane Doe, chair of nominating committee, read aloud the report of the committee and announced that all candidates meet the requirements of the WSPTA Uniform Bylaws:

President – Abby Anyone  
Vice president – Ann Always  
Secretary – Sara Self  
Treasurer – Don Demonstrate

The signed report was handed to President Susie Sample and the committee was thanked for their work. Susie Sample read again the proposed slate of officers and Vice President Tony Tiger wrote the names on a flip chart. Susie Sample went through the offices of president, vice president, secretary and treasurer in turn and asked for nominations from the floor for each. None were offered and the president declared the nominations closed. A voice vote was held, and the slate was elected unanimously.

The secretary should record the results of the election and should preserve the ballots cast for each office until it is apparent the results will not be challenged, so that if the election is questioned, the vote may be verified by a recount.

**Note:** Now that your officers are elected they must be entered into WSPTA’s online enrollment system as soon as possible so that they will begin receiving information from the WSPTA state office to help them get started.

## 13. FREQUENTLY ASKED QUESTIONS

### Nominations from the Floor

**Q: What if a person who wants to serve in an office is not nominated by the nominating committee?**

A: Every qualified person has the right to be nominated from the floor in the event she or he wants to run for an office and is not on the slate of candidates offered by the nominating committee. This is a protection which assures that if any member feels the nominating committee ignored the best qualified candidate for a position, that person can still be nominated and run for office. The choice of who is elected rests, as always, with the membership. In order to run for election, candidates must be a PTA/PTSA member for 30 days prior to the elections, although they need not be a member of your PTA until they take office.

**Q: What if the nominating committee is unable to find a candidate for a position?**

A: The nominating committee should submit their nominating committee report on time with that position left blank. It is better to find a qualified nominee rather than submitting a name of someone unable to fulfill the duties of the position. When the election of officers is being held the president will solicit for nominations from the floor as occurs with all of the positions. If there is still no one to fill the position the executive committee or board of directors (see your standing rules) has the authority to appoint someone to the position until the next general membership meeting when they can be voted in.

## Purpose of the Nominating Committee

**Q: Why is the nominating committee elected?**

A: This committee is elected to give the membership the choice on who it believes is best qualified as future leaders of the PTA. Election by the membership to the nominating committee is a very high honor. This is the one committee on which the president is not an ex-officio member.

**Q: What is the duty of the nominating committee?**

A: The responsibility of the committee is to identify, recruit and nominate the best qualified candidate for each elected position. To do this, the committee members must be committed to PTA; be willing to invest time to make it the best possible association; and be capable of holding frank, honest, candid discussions about the potential nominees, knowing that all conversations are confidential.

## Purpose of the Nominating Committee Alternates

**Q: Why are alternates elected?**

A: These people are elected separately from the nominating committee because they are not actually part of the nominating committee unless they are called upon to fill a vacancy.

**Q: What is the duty of the alternate(s)?**

A: The alternate(s) has the same duties of the nominating committee member if they are called to fill a vacancy. Otherwise they do not participate in the nominating committee's work.

## Qualifications of Nominees

**Q: One of the children of the individual who has been nominated for office was just convicted of armed robbery. Should that nominee be asked to step aside so someone else can be nominated?**

A: No. The crimes of one individual are not the crimes of another. The crimes of the child are not the crimes of the parent.

**Q: If a member of the nominating committee has knowledge of theft by a nominee — should they share that information with the committee? (For example, they were in Scouts together and the person running for office was convicted of embezzlement of Scout funds.)**

A: Absolutely. The committee needs this information to determine the best qualified candidates for the PTA. However, if there are only suspicions or if there was no conviction, then it would not be appropriate to share this information.

## Principal's Role

**Q: The principal wants to run for PTA president because he wants to force the PTA to raise funds to buy school supplies and other things. What can be done?**

A: Interference in the corporate affairs of a private, nonprofit association is serious. However, any member has the right to run for an office. If this individual is the wrong person and will damage the

association, the members will need to elect a better qualified candidate. If this principal is using his or her position to intimidate members, then contact your region director or the WSPTA office for assistance. It may also be a conflict of interest for the principal to be elected president of the PTA.

## Timeline for Nominating Committee

**Q: When is the nominating committee elected?**

A: The nominating committee should be elected at the first general membership meeting in the fall. If that doesn't happen, it can be elected at any subsequent general meeting.

## Nominating Committee Members Being Nominated for Office

**Q: Can you be a nominee for office if you are on the nominating committee?**

A: Being a member of the nominating committee does not mean you may not be considered as a nominee for office. Individuals being considered for a position should be excused from any discussion regarding that position, and the remaining nominating committee members will decide whose name to put forward. The fact that a member of the nominating committee did not participate in the discussion of one or more positions should be included in the nominating committee report.

## Nominee's PTA Membership Requirements

**Q: How many days does a candidate for office need to be a PTA member before being selected for nomination by the nominating committee?**

A: The *WSPTA Uniform Bylaws* does not specify how many days candidates must be a member before being selected for nomination by the nominating committee; however, candidates must have been a PTA member for 30 days prior to being elected as a PTA officer, although they do not need to be a member of your PTA until they take office.

## Electronic Voting

**Q: For what purposes can electronic voting be used?**

A: Electronic voting can only be used to elect the nominating committee and officers, and then only if specifically authorized in the local unit or council standing rules.

**Q: What is the recommended way to conduct an election using electronic voting?**

A: Suggested guidelines about different ways to handle electronic voting are available on the WSPTA website, [www.wastatepta.org](http://www.wastatepta.org). Click on the leadership resources link, and scroll down to "elections."

## 14. SAMPLE RECOMMENDATION FOR NOMINATION FORM

### Recommendations for Nomination for the \_\_\_\_\_ *(insert PTA name here)* Officers

At the *(insert date of general membership meeting)*, *(insert name of PTA)* will be electing officers for the following positions: *(insert all positions to be elected here)* for the 2014-15 PTA year. To be eligible for election to any of the above positions, candidates must have been a member of any PTA in the State of Washington at least 30 days prior to being elected.

PLEASE PRINT

Recommendation for the office of \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

■ **Qualifications for this office:**

■ **PTA/PTSA service and experience:**

■ **Community service/other activities:**

Submitted by: Name \_\_\_\_\_ Phone \_\_\_\_\_

**Individuals are welcome to recommend themselves. For information about a position or to request PTA job descriptions, please contact any of the following committee members.**

*(insert names and contact information of nominating committee here)*

\_\_\_\_\_ *(insert PTA name)* Standing Rules:

The executive committee *(insert directly from your standing rules what it says about the executive committee)*

**Deadline: (insert date here)**

**Please send SEALED recommendations to the attention of: *(insert how they will get them to the committee)***