

Irvine Unified Council of PTAs

Nominating Committee Basics [capta.org/running your pta/nominations and elections](http://capta.org/running_your_pta/nominations_and_elections)

- The only committee NOT appointed by the president, nominating committee is ELECTED
- Seek qualified nominees for elected leadership (NOT chairs- those are appointed)
- Committee is elected by the association at least 2 months prior to the election (March)
- Every elected position is open EVERY year.
- Mix of new and more experienced volunteers
- President NEVER serves on the committee
- Principal is always a member of the committee/advisor
- Cannot serve on the committee for 2 years in a row
- Parliamentarian may serve if elected

Timeline:

- NOVEMBER /JANUARY - Elect Committee
- FEBRUARY - Post slate of nominees
- MARCH - Election Meeting
- APRIL/MAY - Elected names forwarded to CAPTA via PTAEZ

Qualities of Nominating Committee:

- Know eligibility requirements and qualifications for candidates
- Be objective, use sound judgement
- Know of those volunteers who are always in the background helping
- Discreet, able to keep deliberations/conversations confidential
- Able to meet at least 2-3 times to determine a slate by FEBRUARY

If you do not have a parliamentarian or have questions, please reach out to IUCPTA for support.