**Nomination Committee Process**

1. Assemble nominations committee
   1. Committee consists of 3 members: Vice President and 2 non-board members.
   2. Recommend that members are people who know a lot of parents in case you don’t get many nominations.
   3. Committee members must be PTO members.
   4. No school administrators may serve on the nomination committee.
2. Communicate nominations are being accepted
   1. Communications should be sent out through as many channels as you can. Some options include:
      1. PTO meetings
      2. Social media
      3. School newsletter
      4. E-mail
      5. School announcements
      6. Peachjar
      7. Tuesday folders
   2. Remember to communicate to schools that are feeding up to yours to try and get incoming parents. You can use the same communication channels above.
   3. Your communication should include a date when nomination must be submitted by. Be sure to allow your nominations committee time to review and confirm nomination prior to your PTO meeting (2 week is recommended).
   4. All positions are up for nominations every year even if a current officer want to continue in their position next year.
   5. Include in your communications a brief description of each PTO officer role. These can be taken from the bylaws.
3. Nomination committee reviews nominations and puts together a slate of officers
   1. As nominations are received, VP should reach out to the person and ensure they understand what the PTO does and the responsibilities of the role they are nominated for.
   2. If someone nominates someone else, be sure to reach out to that person and see if they accept the nomination.
   3. Ask all people who are nominated to send in a short bio of themselves that includes any previous PTO experience, board experience or work experience that would help them in a PTO role. These bio’s can be used by the nominations committee to review the nominees.
   4. If no nominations are received, the nominations committee will have to reach out to people and ask them if they would be willing to serve on the board.
      1. Ask the office staff if they know people who volunteer a lot at the school.
      2. Ask teachers if they have parents who are active in their classrooms.
      3. Run a list from the Raptor system of volunteers to see who is at school a lot volunteering.
      4. Ask your committee chairs if they would like to serve on the board.
   5. If multiple nominations are received for the same position, you can consider having 2 officers share a position.
   6. If you have more than 2 people for a position, the nominations committee will review the bio’s and determine which nominee they feel would be best in the position based on previous volunteer and leadership experience, work experience, and needed skills such as bookkeeping, event planning, etc.
   7. Once the slate of officers is determined:
      1. Reach out to each person and ensure they accept the position they have been slated for.
      2. Invite the slate of officers to come to your PTO meeting where they will be voted in.
      3. Create a summary sheet of the slate of officers and their bios OR have the officers do short introductions at the PTO meeting before you vote them in.
4. Slate of officer are voted in at membership meeting
   1. At the PTO meeting, the VP presents the slate of officers to the membership and asks for a motion to accept the slate of officers.
   2. If the nominees are in attendance, have them stand up or introduce themselves so people can see who they are voting for.
   3. The new board is voted in as one slate, not as individual positions.
   4. Voting is done like all other votes, a motion, a second, discussion and all in favor/all opposed.