

Nomination & Election Procedures - Nativity Catholic School

Summary of dates for Spring 2011 Election:

- Nominations open: April 8 Via PTO Web nomination link
- Nominations close: May 6
- Election Dates: May 13 – May 15 Via E-Voting, One password per family
- Election Results: May 19

A. Responsibilities of the Nominating Committee

1. The chair and the Committee shall review requirements for nominees and duties of each elected officer as outlined in the bylaws of Nativity School.
2. The Committee is tasked with recruiting members who would best serve in a particular office. The committee will act to “second” each nomination to ensure that the office is filled appropriately.
3. Members of the Committee are not excluded from becoming nominees for elected office. If a Committee member accepts a nomination for elected office, that Committee member will recuse him/her self from the committee an alternate will be appointed.
4. The Nominating Committee will create a ballot, oversee the election, and count the votes.
5. The names of the Nominating Committee members must be placed in the PTO minutes as the official record.

B. Criteria for Selection of Nominating Committee Members

1. No more than one Executive Board member shall serve on the nominating committee.
2. The Committee Chair is appointed by the PTO President. The chair shall recruit up to four other members for a five (5) person committee with the approval of the President. The Principal and the Pastor are members of the committee.
3. The Committee members shall have knowledge of the eligibility requirements, and the qualifications of each Executive Office to be filled as well as the responsibilities of each office.
4. Committee members shall be tactful, discrete, keep deliberations confidential, and conduct themselves with the utmost integrity at all times.

C. Role of the Chairperson (Chair)

1. Provides instruction in nominating procedures and provides a copy of the bylaws and nomination/election procedures.
3. Provides both a telephone number and email address where he/she can be reached to answer questions on procedure.
4. Contacts potential nominees, unless responsibility is delegated to another committee member, and informs committee members of the results of the contacts.
5. Submit the names of nominees to the membership no less than 14 days prior to the election.
6. Read the nominating committee report to the membership at the annual election results meeting.

7. Advise the nominees to attend the election results meeting.
8. Give a final copy of the nominee ballot to the PTO secretary within 3 days of the election.

D. Selecting Nominees

1. The responsibility of the Nominating Committee is to recruit the best-qualified, available person for each office. If the committee should select two names for the same office, each nominee for that particular office must be advised and informed of the name of the other nominee.
2. Nominations will be accepted to the Nominating Committee commencing at 3 pm on April 8th, 2011. All nominations shall be submitted on the Nativity School nomination website by 11:59pm on May 6, 2011. A list of Nominating Committee Members will be published in the Wednesday folder as well as a sample nomination form. (Dates and times are subject to change only if communicated to the community in writing no later than March 15.)
3. The Chair will inform the Principal and the Pastor of nominations received for approval before contacting those nominated, per the Constitution.

The Committee will notify each nominee of their nomination in a timely manner. The nominee will have 48 hours to either accept or decline the nomination. Nominees shall be provided the name of the person who nominated them upon request.

4. Nominees shall be given a clear indication of the responsibilities of the office and the time commitment involved. A job description is found in Section 6 of the Nativity School bylaws.
5. In the event that a qualified candidate cannot be found for a particular office, it is better to leave that office vacant. After the election, the board-elect may fill any vacant positions according to the unit bylaws.

E. Nominee Requirements

1. Must be a parent/guardian of child enrolled in Nativity;
2. The PTO President must be an active member of the Catholic Church.
3. Must support the purposes and basic policies of the PTO.
4. Must have knowledge of the organization and its role in the school and community;
5. Must be willing to give PTO priority and commitment including attendance at all PTO meetings;
6. Must acknowledge that the PTO is a liaison role between the school parents and the administration and that the role therein is to support the principal and communicate the interests of the PTO;
7. Must understand the importance of effective teamwork; and,
8. It is preferable that the nominee have effectively carried out previous PTO and/or other organizational responsibilities.

F. Electronic Election

1. Advance written notice of the election meeting must be provided to the membership one week in advance. Notice shall be made through the Wednesday folder/PTO Newsletter.
2. Each school family will receive a confidential password allowing them to access and place their electronic vote on a closed online site.
3. For families without computer access, a laptop will be available in the Front Office.
4. **The electronic election will be open from 9:00am, Wednesday, May 11, 2011 to 11:59pm on Friday, May 13, 2011 unless otherwise communicated to the community in a timely matter.**
5. Once the time period for the elections has closed the raw data will be submitted to the committee to officially count the votes.
6. Once the committee has certified the results of the election and presented them to the President at the general meeting the voting records will be completely destroyed and purged from the electronic database.

G. Voting Rights of Officers

1. All PTO officers, including the president, have the same voting privileges as other members.

H. Installation of New Board

1. Results of the election will be reported by the Chair to the President at the first general meeting subsequent to the electronic election, not to exceed more than 7 days after the electronic voting closes.
2. During the period between the elections results and July 1 both current and incoming officers will work together to create a seamless transition for the 2011/2012 school year.
3. Final transfer of all duties for each officer will occur on or before July 1.

J. Vacant Executive Board Position

1. In the event that there is a vacancy for President, the Principal may ask the current President to extend their term for another year. In the remaining positions, the sitting President may appoint a member to that position, with the approval of the Principal/Pastor.

K. Updating the Nominating Procedures

1. The timing of events may be updated each year to accommodate the school calendar.
2. Changes to the procedures may be changed with the approval of the Executive Board with the approval of the Principal.