

# Nominating Search Committee Duties

The Nominating/Search committee consists of one representative from each local PTA and the most recent Past President of the Fairfield PTA Council available to serve. The Executive Board elects the Nominating/Search Committee at its first meeting of the academic year.

- The President will nominate one (1) delegate from each local PTA for election to the Nominating/Search Committee following the June General Membership meeting. Delegates may self-nominate at the meeting, or be selected by the President.
- The Nominating/Search Committee is active upon its election by the Executive Board.
- The term of service on the committee is from its election until the end of the Fairfield PTA Council Annual Meeting in May.
- The Nominating/Search Committee convenes to begin the nominating/search process for officers and Standing Committee chairs, for the coming academic year, no later than fifteen (15) days after the January General Membership meeting.
- The Nominating/Search Committee shall nominate an eligible person for each office to be filled.
- The Nominating/Search Committee will present the slate of officers to the General Membership at the March General Membership meeting at which time additional nominations may be made from the floor provided the consent of each candidate is obtained before his/her name is placed in nomination.
- If at the time the slate of officers is presented there are any unfilled positions and no nominations are made from the floor the Nominating/Search Committee shall continue its work to fill those positions. The decisions of the Nominating/Search Committee on nominees to fill those positions will not require any additional notice to the General Membership prior to the presentation of the full slate for the vote.
- The President may instruct the Past President Advisor to convene the Nominating/Search Committee at anytime for the purposes of filling vacancies in the Executive Board or Standing Committees.