



Nominating Committee for PTO Elections

Composition:

- Seeking 3-5 people to serve on the nominating committee
- The committee will choose its own Chairperson
- Committee members may **not** run for a position
- Staff members may **not** serve on the committee

Role

- Ensure all notices are distributed in a timely manner
- Solicit candidates from general membership in writing
- Prepare and distribute all notices pertaining to the election and nomination process
- Verify eligibility of all candidates
- Conduct the election meeting
- Prepare ballots, attendance sheets, tally sheets, ballot box and other materials
- Ensure that only eligibly members receive a ballot
- Ensure the election is certified by the principal

Further information along with sample notices and templates can be found here:
<http://schools.nyc.gov/Offices/FACE/ParentLeader/Elections>

As a reminder, **all** PTO positions are open for candidates. Full descriptions for each position may be found here: <http://www.taotspto.org/about-us/pto-positions/>

Please complete and return the below form by Friday, March 24, 2017.

I would like to serve on the Nominating Committee

Name: _____

Child's Name/Class: _____

Email address: _____