

**East Mecklenburg High School PTSO
Nominations Policy
March 15, 2022**

**Article I
Purpose**

The purpose of the Nominations Policy (the “Policy”) is to govern the policies and procedures of the Nominations Committee (the “Committee”) of the East Mecklenburg High School PTSO (the “PTSO”). This is a supplemental document to the existing East Mecklenburg High School Bylaws (the “Bylaws”) and any changes to this Policy require approval as defined within the Bylaws.

**Article II
Definition**

The Committee is a working committee within the PTSO charged with nominating individuals for all leadership positions within the PTSO.

**Article III
Policies and Procedures**

Sec 1. Responsibilities

The Committee is responsible for filling all positions on the PTSO Board as described in the Bylaws. The Committee will do this by soliciting, identifying, contacting and nominating these individuals (the “Nominees”). Particular priority will be placed on identifying the Executive Board. It is expected that the current PTSO Board will lend full support and assistance to the Committee as needed.

Sec. 2 Committee Members

- a. Members of the Committee will be approved by the PTSO Board.
- b. The Committee shall be comprised of three (3) to five (5) members, with a minimum of three (3).
- c. Neither the Principal nor the current President shall serve on the Committee.
- d. All members of the Committee shall be current members of the PTSO.
- e. The PTSO Board shall make every effort to have Committee members reflect the demographic make up of the student body and families of the East Mecklenburg High School community and shall also make every effort to represent as many middle schools as possible.

Sec. 3 The Nominees

- a. Nominees shall have a student assigned to and intend to enroll at East Mecklenburg High School for the school year in which they serve.
- b. The Committee shall make every effort to have the Nominees reflect the demographic make up of the student body and families of the East Mecklenburg High School community and shall also make every effort to represent as many middle schools as possible.

Sec. 4 Nominee Expectations

The Committee must make every effort to communicate the following expectations of and to obtain agreement with the following expectations of every Nominee:

- a. Expectations of all Nominees, if elected:
 1. Consent to serve;
 2. Attend monthly PTSO Board meetings and provide monthly updates on 1) activity, 2) financial status, and 3) any support needed;
 3. Read, understand, execute and update their responsibilities as laid forth in existing individual Job Description documents;
 4. Abide with the Conflict of Interest Policy;
 5. Join the PTSO;
 6. Perform their responsibilities to the best of their ability.
- b. Additional Expectations of Executive Board Members, if elected:
 1. Communicate on a monthly basis with the Committee Chairs under their oversight regarding 1) activity, 2) financial status and 3) any support needed

Sec. 5 Additional Volunteers

The Committee will also ensure that any additional names of interested volunteers not assigned to a PTSO Board position are clearly communicated to the President and/or appropriate PTSO Board members so that their skills and interests can be utilized on a volunteer basis.

Sec. 6 Election

The current General PTSO Membership must approve the Nominees for Officer positions. The current PTSO Board must approve the Nominees for the remaining PTSO Board positions.

Sec. 7 Timeline for Action

- a. December:

- The Executive Board will solicit names for Committee membership from the PTSO Board.
- b. January:
 - The Committee will be finalized and approved by the PTSO Board.
- c. February, March:
 - The Committee will work to fulfill its responsibilities, with updates to the PTSO Board at each monthly meeting on its progress.
 - Work by the Committee will include at least one (1) in-person meeting in addition to any work performed by electronic communication or telephone.
- d. April:
 - The Committee will present its full slate of Nominees to the PTSO Board for approval.
- e. May:
 - The Committee will present its slate of Officers to the General PTSO membership for approval.



I verify that the Nominations Policy was adopted by the General Membership of the East Mecklenburg High School PTSO on:

Date: _____

President: _____
(Print)

President: _____
(Signature)