

Document #3

Letter to the Membership



To: The _____ PTA Membership

From: Chairman of Nominating Committee

The Nominating Committee will be meeting soon to select a nominee for each office to be elected at a regular meeting of the association (general membership meeting) on

(Date of election meeting)

We are seeking your input to be considered by the Nominating Committee during its deliberations. However, according to procedures your suggestions and supporting information are advisory only. You do not need to sign your name; all information will remain confidential.

Please use the enclosed recommendation forms and submit them in a sealed envelope marked "NOMINATING COMMITTEE" to _____ no later
(Name of Chairman & delivery location)

than _____.
(Date prior to Nominating Committee meeting)

(If this is done via email, the members should be directed to include "nominating committee" in the subject line and the chair will place these emails unopened into a special folder until the committee meeting)

The envelopes will remain sealed and be opened only in the presence of the entire Nominating Committee at its meeting.

Members of the Nominating Committee are:
(list all members of the nominating committee and alternate if applicable)

Thank you in advance for your valuable assistance in this important task.