

# Parent Association Meeting Notice

إشعار بعقد اجتماع لجمعية الآباء প্যারেন্ট অ্যাসোসিয়েশনের সভার বিজ্ঞপ্তি

التاريخ তারিখ 日期 Date Dat 날짜 Дата Fecha تاريخ

**Date:** TUESDAY, APRIL 17, 2012

التوقيت সময় 時間 Heure Lè 시간 Время Hora وقت

**Time:** 7:00 P.M. SHARP!

الموقع স্থান 地點 Lieu Adrès 장소 АДРЕС Lugar مقام

**Location:** Clara Barton High School  
901 Classon Avenue  
Brooklyn, New York 11225 / AUDITORIUM

## PARENTS, GUARDIANS AND TEACHERS

### Meeting Agenda

جدول أعمال الاجتماع

সভার আলোচ্য

會議議程

Agenda de la réunion

Ajanda Reyinyon an

의제

Повестка собрания

Agenda de la asamblea

اجلاس کا نظام العمل



### NOMINATING COMMITTEE ELECTION

PLEASE READ INSTRUCTIONS ON THE BACK ABOUT  
NOMINATION ELECTION

IT IS EXTREMELY IMPORTANT THAT YOU ATTEND  
THIS MEETING; ALSO, PLEASE COME WITH YOUR  
QUESTIONS!

AS ALWAYS, WE LOOK FORWARD TO SEEING YOU!

TRANSLATORS (*Haitian Creole and Spanish*)

WILL BE AVAILABLE

Avi sou reyinyon Asosyasyon paran Convocatoria a la asamblea de la Asociación de padres

April 2, 2012

Dear Parents and/or Guardians:

Our next Parent Teacher Association meeting will take place at Clara Barton High School on Tuesday, April 17, 2012 at 7:00 p.m. **It is very important that you attend this meeting.** At that time, we will be selecting members to serve on the Nominating Committee for our upcoming PTA Election in June. Members of the Nominating Committee are not eligible to run for office. An eligible member of the Nominating Committee may be considered as a candidate if she/he immediately resigns from the Nominating Committee in writing.

**PER CBHS PTA BYLAWS, Section IV, Subsection 4.1, starting on page 3.**

4.1. Nominating Committee: A nominating committee must be established during the April general membership meeting. The nominating committee shall consist of three to five members. The majority of the committee members must come from the general membership. The remaining members of the nominating committee shall be selected by the president, subject to the approval of the executive board. The nominating committee shall choose one of its members to serve as chairperson. No person employed at Clara Barton High School for Health Professions shall be eligible to serve on the nominating committee.

No person who is running for office may serve as a member of the nominating committee. The nominating committee shall solicit candidates from the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election meeting. This includes the following:

- canvassing the membership for eligible candidates;
- preparing and distributing all notices of any meeting pertaining to the nomination and election process, in accordance with CR A-660. Notices should be translated into languages spoken by parents in the school whenever possible;
- preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election;
- verifying the eligibility of all interested candidates prior to the election;
- ensuring that an opportunity is provided to all members allowing for nominations, including self-nomination, to be taken from the floor and then officially closed during the June meeting;
- scheduling the election at a time that ensures maximum participation;
- ensuring that only eligible members receive a ballot for voting;
- ensuring that the election is certified by the principal or his/her designee immediately following the election;

The appropriate Presidents' Council and/or FACE must conduct an expedited election if a nominating committee cannot be formed.