



Nominating Committee Instructions & Timeline

Getting Started:

- Committee members complete poll asap sent by Executive Assistant, to determine when first meeting will be held (**preferably last week of November**)
- Review all documents on the [Board Nominations Intranet](#)
- Remember to refer to [Bylaws Article VI Board of Directors](#) for details on Elections

Meetings:

- The first meeting via Zoom by last week in November
- The committee meets in person twice (April & February)
- Register in L2 as soon as possible prior to the meeting
- If you cannot attend, notify the committee Chair and Executive Assistant immediately so a quorum can be determined
- If there is not a quorum the meeting will be rescheduled

IHLS Staff Contacts:

- Executive Assistant Stacie Bushong sbushong@illinoisheartland.org
 - a. Submit agendas
 - b. General questions
- Communications & Marketing communications@illinoisheartland.org
 - a. Board Nomination Survey creation/communication/promotion
 - b. Board Ballot creation/communication/promotion

THE FIRST MEETING

- Committee meets via Zoom to review the process
- Please review all documents prior to the meeting
- Set dates for February and April in-person meetings

As a courtesy, after their first meeting, the nominating committee contacts the incumbents for the open seats to thank them for their service and to inquire if they are interested in serving again, if they are eligible for another term. If interested, incumbent will need to fill out a Nomination Survey.

NOMINATION SURVEY

- a. Communications creates survey and distributes to Membership by the **2nd week of January**.
- b. Membership must complete nomination survey no later than **February 15th**. At least one reminder email is sent to the membership and if time permits, a second reminder may be sent to the membership.
- c. Communications submits Nomination Survey results to committee Chairperson **February 16th** or the first business day after February 15th.
- d. Committee chair distributes survey results to committee members.

NOMINEES

- a. Committee meets **in-person** by the **3rd week of February**. At this meeting, eligibility of nominees will be confirmed. Committee members will be assigned nominees to contact, if follow up information is needed.
- b. Committee deadline – All information about candidates is due to Communications by **end of February**.

BALLOT

- a. Communication creates ballot and distributes **March 15th** (specified in IHLS Bylaws).
- b. Voting closes **April 15th** (specified in IHLS Bylaws).
- c. Committee meets **in-person** to review results **as soon as possible after April 15th**.
- d. Due to the possibility of a tie, the committee cannot meet later than **1 week after April 15th**. If there is a tie, committee makes arrangements for membership election to break tie. IHLS Bylaws require tie-breaker to be announced by **April 25th**.

NOTIFICATION OF WINNERS

- a. Nominating committee notifies winners by phone after April committee meeting.
- b. Committee emails non-successful nominees, to confirm end of election, and thank them for participating.
- c. Committee Chair presents slate of Elected Board Members to System Board the at the **May** board meeting (specified in IHLS Bylaws).

ANNOUNCEMENT OF ELECTED BOARD MEMBERS

- a. After all elected members are contacted and confirmed, the committee chair sends the following information to Communications & Executive Assistant.
 - Prepared election results announcement to be posted on the website one week before the May board meeting and send to Communications & Marketing
 - Names of elected members
 - Library name
 - Library position
 - Seat represented
 - Email address
 - Best contact phone number

