Nominating Committee Instructions & Timeline

Getting Started:

- Committee members complete poll asap sent by Executive Assistant, to determine when first meeting will be held (**preferably first week in December**)
- Review all documents on the Nominating Committee webpage Nominating Committee Webpage
- Remember to refer to Bylaws Article VI Board of Directors for details on Elections

Registering for meetings:

- 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 communication/promotion
    b. Board Ballot communications/promotion

Connect to meetings:

- Connect via Zoom: Join from PC, Mac, Linux, iOS or Android:
  https://Illinoisheartland.zoom.us/j/640430953?pwd=ek9JNTVwblV3M2Z3SkxSV0Y1bC91Zz09
  By phone: 408-638-0968 | ID: 640430953
  This information will also be listed on the top of meeting agendas

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THE FIRST MEETING

- Please review all documents prior to the meeting
- Set dates for all future meetings based on the timeline
- Chair will create an agenda for the next meeting and send to the Executive Assistant no later than 10 days prior to the meeting date

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. Submit Nomination Survey information to Communications for distribution to membership after the first meeting.
- Number of open seats
- Types of libraries represented
- Survey deadline - *optimally* membership will have 1 month to complete
- Contact information for the Nominating committee members

    b. Communications creates survey and, after committee approval, will distribute survey to Membership by the **2nd week of January**.

    c. 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.

    d. Communications submits Nomination Survey results to committee Chairperson, who distributes information to committee members.

NOMINEES

    a. Committee holds meeting 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. Committee meets **1st week of March** to finalize ballot.

    b. Ballot to membership distributed **March 15th** (specified in IHLS Bylaws).

    c. Voting closes **April 15th** (specified in IHLS Bylaws).

    d. Committee meets to review results **as soon as possible after April 15th.**

    e. 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 all nominees, to confirm end of election, and the date results will be posted.

    c. Committee Chair presents slate of Elected Board Members to System Board the **4th Tuesday in May at** board meeting (deadline is specified 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