



# Nominating Committee Procedures

---

## Getting Started:

- Committee members complete Doodle poll asap sent by Executive Assistant, to determine when first meeting will be held.
- Review [IHLS Bylaws](#) prior to first meeting and send any questions to Executive Assistant to be answered prior to the first meeting.
- Review [previous year](#) agendas & minutes prior to first meeting.

## The first meeting:

- During first meeting set dates for all future meetings.
  - a. The committee can meet as needed - not limited to one meeting per month.
  - b. Committee Chair will notify Executive Assistant of selected meeting dates asap.
- Approve minutes from the previous year's final meeting [Robert's Rules on Parliamentary Procedure Section 60](#)
- Choose a Secretary to create minutes.
- Review the survey from the previous year and use as a guideline.
- Chair will create agenda for the next meeting and send to the Executive Assistant no later than 10 days prior to the meeting.
- To remain Open Meetings Act (OMA) compliant, within 10 days of the meeting (and after all other meetings), the Secretary will send the minutes to the Executive Assistant.
- Survey and all related questions send to the IT Director and copy the Executive Assistant.

## 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.

## To remain compliant with the Open Meetings Act (OMA):

- Agenda must be posted no less than 48 hours prior to a meeting .
- Notify Executive Assistant immediately after meeting that minutes were approved.

## IHLS Staff Contacts:

- Executive Assistant Stacie Bushong [sbushong@illinoisheartland.org](mailto:sbushong@illinoisheartland.org)
  - a. Submit agendas
  - b. Submit minutes
  - c. General questions
- IT Director Troy Brown [tbrown@illinoisheartland.org](mailto:tbrown@illinoisheartland.org)
  - a. Survey information
  - b. Technical advice

## Connect to meetings:

- Connect via Zoom: Join from PC, Mac, Linux, iOS or Android:  
<https://illinoisheartland.zoom.us/j/640430953?pwd=ek9JNTVwbVlV3M2Z3SkxSV0Y1bC91Zz09>  
 By phone: 408-638-0968 | ID: 640430953



# Nominating Committee Timeline

## IHLS TIMELINE TO PROVIDE COMMITTEE DOCUMENTS

<p><b><i>IHLS Distributes to Nominating Committee by end of November</i></b></p>	<ul style="list-style-type: none"><li>• Nominating Committee procedures and IHLS staff contact information.</li><li>• A list of the seats being vacated, including the name of the trustee, the term ending date, the type of seat represented, and whether or not the trustee is eligible for a second term.</li><li>• A map or chart with the geographic locations of each trustee, both those representing seats to be vacated and those whose terms are not expiring. This information should include at minimum the City of the library represented.</li><li>• Board Member Expectations document.</li><li>• Doodle poll to choose first meeting date.<ul style="list-style-type: none"><li>a. To be completed asap so the first meeting date can be scheduled.</li><li>b. Committee meets by Zoom no later than the end of the calendar year. The sooner the committee can meet the better to enable the process to flow in a timely manner.</li></ul></li></ul>
--	--

## COMMITTEE TIMELINE TO COMPLETE SURVEY, NOMINATIONS AND BALLOT

<p><b><i>Distributed by the 2<sup>nd</sup> week of January</i></b></p>	<p><b>NOMINATION SURVEY</b></p> <ul style="list-style-type: none"><li>a. As a courtesy, 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.</li><li>b. Choose a SURVEY DEADLINE – <i>optimally</i> membership will have 1 month to complete. (please see e below)</li><li>c. Nomination Survey submitted to the IT Director for distribution to membership.</li><li>d. IT Director will distribute survey to Membership by the 2<sup>nd</sup> week of January.</li><li>e. Membership must complete nomination survey no later than February 15<sup>th</sup>. At least one reminder email is sent to the membership, midway between the original distribution date and the deadline to submit nominations. If time permits, a second reminder may be sent to the membership.</li><li>f. The IT Director submits Nomination Survey results to Nomination Chairperson, who distributes information to committee members.</li></ul>
--	--

<p><i>Due by the end of February</i></p>	<p><b>NOMINEES</b></p> <ul style="list-style-type: none"> <li>a. Committee holds meeting in the 3rd week of February. At this meeting, eligibility of different nominees will be confirmed. Committee will be assigned nominees, if follow up information is needed after survey.</li> <li>b. Committee deadline – All information about candidates due by end of February.</li> </ul>
<p><i>Distributed March 15<sup>th</sup></i></p>	<p><b>BALLOT</b></p> <ul style="list-style-type: none"> <li>a. Committee meets 1<sup>st</sup> week of March to finalize ballot (meet by ZOOM).</li> <li>b. Ballot to membership distributed March 15<sup>th</sup> (specified in IHLS Bylaws).</li> <li>c. Voting closes April 15<sup>th</sup> (deadline is specified in IHLS Bylaws).</li> <li>d. Committee to review results in ZOOM meeting as soon as possible after April 15<sup>th</sup>. Due to the possibility of a tie, the committee cannot meet later than 1 week after the 15<sup>th</sup>. If there is a tie, committee makes arrangements for membership election to break tie. IHLS Bylaws require tie-breaker to be announced by April 25<sup>th</sup>.</li> </ul>
<p><i>Presented to board the 4<sup>th</sup> Tuesday in May at board meeting</i></p>	<p><b>NOTIFICATION OF WINNERS</b></p> <ul style="list-style-type: none"> <li>a. Nomination committee notifies winners and losers of results by phone.</li> <li>b. Slate of Elected Board Members presented to System Board at the May meeting (deadline is specified IHLS Bylaws).</li> </ul>