

NOMINATING COMMITTEE

MEMBERSHIP:

A committee of four members serving two year overlapping terms (may *not* be a current member of the Executive Board.) The Nominating Committee organizes Election procedures for the Association.

Function:

- Submit a slate of at least two candidates for each office to be filled and secure the candidates' consent to stand for election.
- Manage and promote the utilization of online elections.

DUTIES:

- 1) The Nominating Committee shall submit a slate of at least two candidates for each office to be filled and shall secure the candidates' consent to stand for election.
 - a. Annual nominations are made for Vice-President/President-Elect; biennial nominations are made for Recording Secretary.
 - b. Candidates for ALA Councilor are nominated every three years according to the guidelines of the American Library Association except as otherwise indicated under "ALA Councilor" section.
 - c. Candidates for MPLA Representative are nominated every three years.
- 2) The Nominating Committee also serves as the Committee on Election.

PROCEDURES:

- 1) Each incoming Chair of the Nominating Committee should determine the slate of candidates needed for the coming year and verify with the President that no two-year or three-year office needs to be filled because of resignation or other cause.
- 2) Committee members will nominate at least 2 candidates for each office to be filled. Nominees must be current members of SDLA and must give their consent to serve in the office for which they are nominated.
- 3) In addition to the Nominating Committee candidates, any member of the Association may present a petition signed by not fewer than 15 members of the Association proposing additional nominations. Petition nominees must have the same qualifications as candidates selected by the Nominating Committee.
 - a. By the end of February, the chair of the Nominating Committee will notify the membership (*Book Marks*, SDLA email lists, SDLA website) of the nomination by petition process for candidates for SDLA office.
 - b. Petition nominations must reach the Nominating Committee by April 1.
- 4) Nominees are to be selected by April 15. The Executive Board approves the ballot after being notified of the candidates by the Committee chair.

- a) Pictures, candidate questionnaires, and brief biographical sketches are to be supplied by the Nominating Committee to the *Book Marks* editor by April 20th.
 - b) Candidate information is included in the April/May/June issue of *Book Marks* and is posted on the SDLA website until the election is complete.
- 5) The Nominating Committee chair forwards a slate of candidates to the Executive Secretary/Treasurer. At least six weeks prior to the annual conference, the Executive Secretary/Treasurer posts the ballot online and opens the election for one month. Upon request, the Executive Secretary/Treasurer will provide a paper copy to those members unable or unwilling to vote electronically.

Paper Ballots:

- a) Place mailing labels on envelopes;
 - b) Mailing will include the ballots with the words "Official Ballot" and the address of the Executive Secretary/Treasurer.
 - c) All returned paper ballots must be postmarked by the end of the election month.
- 6) The Chair of the Nominating Committee or other designated committee representative shall work with the Executive Secretary/Treasurer or another person so designated to tabulate the paper and electronic ballots. Within one week of the close of voting, the Executive Board is to be notified via email of the election results including the number of votes each candidate received. The Committee chair notifies all candidates within 24 – 48 hours of the Board's approval of the election results. Following notification of the Executive Board, the *Book Marks* editor will post the results on the SDLA website.
- 7) The candidate receiving the greatest number of votes shall be elected. In the case of a tie vote, the successful candidate shall be determined by lot, conducted by the Executive Board at a special Board meeting convened by the President.
- 8) In the event that a candidate for election withdraws from candidacy in the period between the opening of elections online and the beginning of the new term of office, and the candidate is successful in the election, or if a vacancy occurs during a one-year term, the office affected shall be filled by Executive Board appointment.
- 9) In the event a vacancy occurs during the term of office of an ALA Councilor or MPLA Representative, the procedures outlined in the position descriptions should be followed.
- 10) Section chairs are responsible for forwarding the names of candidates for section offices to the Nominating Committee by the deadlines stated above for inclusion on the ballot.

(January 2007)

(November, 2009)

(April 2010)

(July 2010)

SAMPLE PAPER BALLOT

South Dakota Library Association

1985 Official Ballot

VICE-PRESIDENT/PRESIDENT-ELECT (vote for one)

___ NAME, Title, library, institution, city

(vita)

___ NAME, Title, library, institution, city

(vita)

RECORDING SECRETARY (vote for one)

___ NAME, Title, library, institution, city

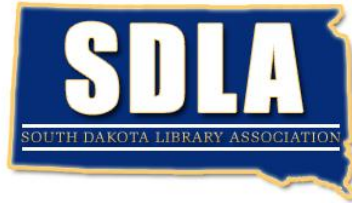
(vita)

___ NAME, Title, library, institution, city

(vita)

RETURN MARKED BALLOT TO: Name, address

YOUR BALLOT MUST BE RECEIVED BY (date) TO BE COUNTED



CANDIDACY FORM

Please fill out and return this form to the Nominating Committee Chair by April 15th.

Office:

Name and email:

Email a photograph (jpg or gif) to the Book Marks editor: bookmarkssd@gmail.com

Include a short biography that will address the following topics:

*Professional Affiliations

*Library Philosophy

*Education

*Work Experience

Respond to the following questions.

*Why do you choose to run for this office?

*What type of leadership and communication skills would you bring to this office?

*What do you think are the issues facing the Association?

*What would you plan to accomplish during your term if elected?

Nomination by Petition

We, the undersigned, nominate _____ for the office of SDLA _____.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____

Petition must be submitted to the Nominating Committee Chair by April 1. The nominee and all signers must be current members of SDLA. Written consent of the nominee to run for office must also be included with the petition. Signatures may be submitted via email with all email documentation compiled in a Word document and submitted with the petition. Article X, Section 10.02 of the South Dakota Library Association Procedural Manual and Bylaws allows for nomination by petition: “Any member of the Association may present a petition signed by not fewer than fifteen members of the Association proposing additional nominations.”