

## Nominating Committee

Purpose: To select a slate of two candidates for each elective office of the Association and present the slate to the membership as outlined in the bylaws.

### Duties:

1. Secure the permission of each candidate before adding his or her name to the slate of officers.
2. Advise President of proposed slate and report to Board.
3. Provide biographical information for each candidate to Administrative Services.
4. Announce the slate to the membership in the Spring issue of *THE SOUTHEASTERN LIBRARIAN* prior to the election.
5. To provide for addition of other names to the slate when proper petitions have been submitted.

History: The committee was established in 1926 and consists of at least one member from each constituent state. The President appoints the Committee and designates the chair, with the approval of the Board.

Guidelines: The committee's mission is to identify candidates to serve in the major leadership roles of the Association. Every effort should be made to consider a board representation of the membership, although no specific quotas are required.

1. Each member represents a constituent state and may nominate two preliminary candidates to be considered for each office.
2. In making nominations committee members should consider:
  - a. Nominee's history of activities and involvement in SELA.
  - b. Representation of different areas of library service by candidates.
  - c. Geographical representation of candidates and states in the Association.
  - d. Representation of minorities.
  - e. Professional leadership, commitment, and abilities demonstrated by candidates.
3. The term for all elected officers is two years, and no incumbent may succeed himself/herself in office.
4. The committee shall draft a biennial schedule in order to fulfill duties and follow established procedures.

### Suggested Timetable for the Nominating Process

#### First Year of Biennium

March 31 Chair sends letter to committee members with guidelines, timetable, nominating forms, list of other committee members.

March-April Committee members identify potential nominees and contact them for preliminary agreement to be considered by the committee.

May 1 Committee members submit completed nominating forms to Chair.

June 1 Chair compiles nominating forms and sends complete list or copies of forms to all committee members.

August 3 Committee members assign numerical ranking to nominees for each office and submit completed forms to chair.

August-September Chair compiles master list of candidates by ranking.

September 25 Nominating Committee meets to discuss final rankings and to prepare list of candidates to be contacted for acceptance of official nomination.

- A final slate of two nominees for each office is required.

- Four alternate candidates are selected for each office in case the first choices of the committee do not accept the nomination.

October-November Candidates for each office are contacted by a designated Committee member for acceptance of the nomination. Biographical information is requested (due to committee chair before January 1 of second year of biennium of election year.)

November 16 Chair sends final slate of two candidates for each office to committee members and SELA president for report to Board.

#### Second Year of Biennium (Election Year)

February 1 Deadline: SELA slate of officers with biographical material for each nominee sent to SELA Administrative Services (for publication in Spring Issue of *THE SOUTEASTERN LIBRARIAN*.)