



## Illinois Heartland Library System

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To: Policy and Membership Committee  
From: Ellen Popit, IHLS Staff  
Re: Nominating Committee Suggestions  
Date: November 8, 2018

As nominations for the 2018 Board Elections drew to a close, the nominating committee submitted a final report to the Illinois Heartland Library System Board of Directors.

Because of a situation that arose as they were creating the ballot for 2018, they asked the board to determine whether a board member running for a second term should automatically receive a place on the ballot.

As background information, a copy of the nominations committee report and the IHLS and RAILS bylaws that pertain to nominations are included with this brief memo.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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# Board Elections

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May 18, 2018

The Nominating Committee met via Zoom April 18 to finalize the election results. The committee received the 2018 election results from Troy Brown. After making sure there were no duplicate ballots, we viewed the final results. All candidates were notified of the results in the next few days.

Those elected are as follows:

**Public library representative:**

Tina Hubert, Six Mile Regional Library District

**School library representative:**

Melanie Allen, Mount Zion CUSD #3

**School library representative:**

Crystal Slover, Wayne City CUSD #100

**Public library trustee representative:**

Charlene Topel, Helen Matthes Effingham Public library

Geoff Bant, Urbana Free Library

**Recommendations**

The Nominating Committee discussed the entire nomination and election process and would like to make the following suggestions for next time:

- Establish if incumbents should automatically be on the ballot if they wish to run again.
- Appoint one of the committee members to run the first meeting until the chair is selected.
- List of responsibilities for the chair and the secretary including when documents are due and to whom they are to be sent.
- List of procedures for the nominating committee. Include how the board would like committee members to notify candidates who did not make the ballot, as well as winners and losers of the final election. Also include which IHLS department or staff member to send the Nomination Survey.

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## IHLS BYLAWS Article VI Section 4

### Section 4. Nominating Committee for the Board of Directors.

A Nominating Committee of five (5) members, who shall be eligible electors within the geographic area of the System, shall be appointed by the President of the System Board, with Board approval, in

November of each year. It is the preference of the Board that a minimum of two members from the current Nominating Committee will serve the following year in order to ensure continuity of the process. No currently sitting System Board member may serve on the Nominating Committee and no Nominating Committee Member may be slated for that election to the System Board.

a. The Nominating Committee shall select and confirm candidates for election to the System Board representing all geographic areas. Nominees must be members of a governing board of a member library, professional staff or the administration of the type of library to be represented as set out in these Bylaws. The call for nominations will be appropriately publicized to the Members of the System and any member may propose names for the Nominating Committee's consideration. Additional nominations may be sent to the Nominating Committee upon written petitions of ten (10) member libraries represented by the type of seat on the System Board to be filled. Such petitions, accompanied by written acceptance of the nominee, must be filed with the System Board Secretary who will forward them to the Chair of the Nominating Committee for inclusion on the list of nominees. Criteria for the inclusion or any elimination of names to appear on the ballot will be developed by the Nominating Committee, and this information will be included with the certification results presented to the Board at its May meeting. The determination of the final slate of candidates is the responsibility of the Nominating Committee, with the goal of creating a balanced ballot representative of all System members.

b. The Nominating Committee shall prepare a ballot and certify that all candidates are eligible electors in the geographic area of the System. The ballot will include no more than four (4) eligible candidates for each open seat. In the event that there are no eligible candidates for an open position on the IHLS board, there will be a write-in vote. Any viable write-in candidate will be required to meet all eligibility criteria for the specific board position and must receive a minimum of five (5) affirmative votes in order to win election. The nominating committee must verify the winning candidate. If there is no clear winner from the write-in vote, the president will appoint a new board member.

c. The ballot will be distributed to each member library agency electronically by March 15. A library agency is defined as a library or libraries with a single governing body or corporate authority. For example, a public library with branches would be counted as a single agency as would a school district with libraries in several buildings. Each library will be entitled to return only one ballot for its choice of candidates for the System Board of Directors. Before the vote is cast, each library agency should determine who will be responsible for casting the vote for its agency. The Nominating Committee will accept only the first completed ballot, if multiple votes are cast by the same library agency.

d. Ballots must be completed and submitted by April 15th to be counted. In the event of a tie, a subsequent election to break the tie will be announced no later than April 25<sup>th</sup>. This ballot will be available electronically for one full week. The Nominating Committee will certify the election results to the System Board of Directors at its May meeting each year.

## **RAILS BYLAWS Nominations Section**

### **C. Nominations**

1. Each year, the President of the System Board will appoint a Nominating Committee that selects and confirms candidates for election to the System Board. No currently sitting System Director may serve on the Nominating Committee and no Nominating Committee Member may be slated for that election to the System Board. The call for nominations will be appropriately publicized to the Members of the System and any Member may propose names for the Nominating Committee's consideration.
2. Further nomination may be made upon written petitions of ten (10) Member Libraries represented by the type of seat on the System Board to be filled. Such petitions, accompanied by written acceptance of the nominee, must be filed with the System Board Secretary, who will convey the nominations to the Chair of the Nominating Committee. Timing of such petition will be appropriately publicized.
3. No individual may be a candidate for more than one Board seat in a specific election. No individual may hold two RAILS board seats simultaneously.
4. An individual may not serve on the RAILS board if the individual's election or appointment to the board would result in there being on the board at the same time two individuals who are employed by and/or on the governing board of the same member library. If two candidates from the same member library both receive enough votes to be seated on the board in the same election, the candidate with the lowest number of votes between the two candidates will be disqualified and the candidate with the highest number of votes between the two candidates will be seated on the board.

### **D. Election of Directors**

1. The Nominating Committee will determine the design and the timetable for the distribution and return of ballots.
2. Each Member library shall receive one ballot with all the names of the candidates with instructions for casting the ballot. The individual designated by the Member will cast the ballot.
3. When the votes are tallied, the candidate(s) receiving the highest number of votes in his/her category is elected to the vacant seat(s). In case of a tie, the seat holder will be decided by a flip of the coin.