



IHLS Nominating Committee Timeline/Deadlines

IHLS sends Nominating Committee members the following information by December 1st and polls the Committee for meeting availability:

- A copy of Article VI Board of Directors of the IHLS Bylaws, which lists the criteria for serving on the IHLS Board of Directors and the Nominating Committee’s duties.
- A list of the seats being vacated, including the name of the trustee, the term ending date, the type of seat represented, whether or not the trustee is eligible for a second term.
- 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.

Committee meets by phone conference no later than the 3rd week in January to discuss election process, deadlines, and needed changes to nomination survey. 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.

Nomination Survey submitted to IHLS staff for distribution to membership.

Nomination Survey Distributed to Membership by the 1st of February.

Nomination SURVEY DEADLINE – Allow 10 days to 2 weeks for membership to complete Nomination Survey. Membership must complete nomination survey no later than 15 February. 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.

IHLS staff submits Nomination Survey results to Nomination Chairperson, who distributes information to committee members

Committee holds meeting in the third 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.

Committee deadline – All information about candidates due by end of February

Carbondale Office:

1740 Innovation Drive

Carbondale, IL 62903

618-985-3711

Champaign Office:

1704 West Interstate Drive

Champaign, IL 61822

217-352-0047

Edwardsville Office:

6725 Goshen Road

Edwardsville, IL 62025

618-656-3216

Committee meets 1st week of March to finalize ballot (meet by phone)

* Ballot to membership sent out 15 March. This deadline is specified in IHLS Bylaws.

* Voting closes 15 April. This deadline is specified in IHLS Bylaws.

* Committee to review results in phone meeting as soon as possible after 15 April, no later than 1 week after the 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 25.)

* Slate of Elected Board Members presented to System Board at its May meeting.

* Deadline set by IHLS Bylaws

Items of Note from the 2014 Committee:

Based on the tie-breaking situation of the previous election cycle, the committee suggested limiting the number of candidates for any IHLS Board of Trustees seat to four (4) candidates; and, that in the event there are more than four (4) candidates for a specific IHLS Board of Trustee seat, a lottery will determine the candidates for said seat.

In the event that a candidate is nominated under one category, such as Public Library Trustee, which has more than the allotted number of candidates, a second library affiliation noted on the Nominations Survey could indicate the candidate may be eligible under another category which may not have a candidate or candidates.

The committee decided to keep the current format of allowing the candidate to provide the 'biographical' information (s)he feels is relevant to his/her candidacy. The number of words will be reduced to 150 words or less.

The committee discussed the need to assure that all types of libraries and all geographic areas are represented on the IHLS Board of Trustees. It was noted that the number of Special Libraries and the number of Academic Libraries is around 40 in each category. This limits the number of potential candidates for these seats, as witnessed by the lack of candidates for the Special Library seat in this election. It was also noted that the eastern portion of the System currently appears to have low representation.

The IHLS Nominating Committee recommends that the IHLS Board of Trustees explore ways to ensure a geographic balance among candidates to the IHLS Board of Trustees, and to allow for flexibility in providing representation of all library types.

In this election cycle, there were two seats with no candidates. The committee decided to present a ballot which includes a slot for Write-In Candidates on the ballot for the empty slots, awarding the seat to the eligible nominee with the most votes. The Board will fill the seats by appointment, if there is no winner.