

## Chapter 22: Nominating Committee

### I. Purpose

The Nominating Committee shall use information contained in the GODORT *Bylaws* and *Policies and Procedures Manual* as well as information furnished by the Steering Committee to identify offices that must be filled and the requirements for these offices. The committee shall coordinate nominating processes by nominating and recruiting candidates and preparing information for the ALA ballot. The committee shall maintain a full record of the election results in order to have a record of eligibility for vacancies. The committee shall also coordinate the selection of GODORT's candidates for the Depository Library Council.

### II. Organization

In accordance with the GODORT *Bylaws* (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

The Nominating Committee is composed of four members appointed to staggered two-year terms and the GODORT Assistant Chair/Chair-Elect.

#### A. Chair –

The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

#### B. Members –

Two members are appointed each year.

#### C. Assistant Chair/Chair-Elect –

The GODORT Assistant Chair/Chair-Elect serves as an ex-officio member.

### III. Committee Officers and Duties

See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

#### A. Chair

1. Is required to have an active ALA Connect account for Steering communication.
2. Posts activity updates to committee and GODORT membership following the Steering communication schedule (*PPM*, Chapter 3).
3. Prior to Annual Conference or Midwinter Meeting: Post agenda for committee meeting to the wiki.
4. At conference: Submits committee's minutes in format as described in *PPM* Chapter 1: Conferences (Article III. Section D). to the GODORT Secretary by the deadline specified at Steering I. If this deadline is missed, Committee Chair is responsible for making print copies to bring to Membership Meeting (50 for Midwinter, 100 for Annual Conference).

5. Ensure that the events in Section V. E. (Calendar of Activities) within this chapter are completed on time.

**B. Secretary**

While not an official position, it is helpful for the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.

1. Secretary takes the minutes of the meeting as described in *PPM* Chapter 1: Conference, Article III, Section D.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee's meeting.

**C. Web Manager**

In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

#### **IV. Meetings and Communication**

- A. According to the *GODORT Bylaws* (Article V, Section 2d), this committee will meet at least once prior to submitting a slate of candidates to ALA for inclusion in the ballot.
- B. It is recommended that all committee members use ALA Connect for GODORT business.

#### **V. Activities and Projects**

##### **A. GODORT Elected Positions**

**1. GODORT Officers**

As per the *GODORT Bylaws*, Article IV, Section 1 the elected officers of the Round Table shall be:

- Chair
- Assistant Chair/Chair-Elect
- Immediate Past-Chair
- Secretary
- Treasurer
- GODORT Councilor
- Publications Committee Chair
- Bylaws and Organization Coordinator

**2. Committees**

The following committee chair(s) and/or members are also elected:

- Publications: Assistant Chair/Chair-Elect elected annually

3. Length of Term for Office
  - GODORT Chair (three-year commitment, including one year as Assistant Chair/Chair-Elect; one year as Chair; and one year as Immediate Past-Chair)
  - GODORT Councilor (three years)
  - Treasurer (two years)
  - Secretary (one year)
  - Bylaws and Organization Coordinator (two years)
  - Publications Committee Chair (three-year commitment, including one year as Chair-Elect, one year as Chair, and one year as Immediate Past Chair)

**B. Overview of Elected Officers: GODORT Officers**

1. Only personal members may be officers of GODORT. Personal members who wish to run for elective office must complete the appropriate ALA form linked from the GODORT Wiki. Statements are required of candidates running for the following offices:
  - GODORT Councilor (ALA Council)
  - GODORT Assistant Chair/Chair-Elect
  - Secretary
  - Treasurer
  - Bylaws and Organization Coordinator
  - Publications Committee Chair/Chair-Elect
2. The Assistant Chair/Chair-Elect becomes the Chair of GODORT at the beginning of the new business portion of the Steering Committee meeting during the Annual Conference. [*Bylaws*, Article IV, Section 2] The Assistant Chair/Chair-Elect of the Publication Committee becomes the Committee Chair at the beginning of the new business portion of the Steering Committee during the Annual Conference. All other elected officials may serve a second consecutive term in the same office if reelected but may not run for a third consecutive term.
3. No GODORT member may hold more than one office at a time at the level of standing committee chair or task force coordinator or higher. [*Bylaws*, Article IV, Section 2]
4. No member of the Executive Committee, except the Immediate Past-Chair, shall be eligible for an additional elective or appointive GODORT office at the level of committee chair or higher, except as specified in the *Bylaws*. This restriction does not apply to appointments to special committees. [*Bylaws*, Article IV, Section 2]
5. Vacancies  
Vacancies occurring among the officers may be filled for the remainder of the unexpired term via appointment by the GODORT Chair with the concurrence of the majority of the Steering Committee.

A vacancy among Steering Committee members shall be filled for the remainder of the term via appointment by the Chair with the concurrence of a majority of the Steering Committee.

**C. Elected Positions**

1. Both incoming and outgoing members of the Nominating Committee should attend the Committee's regular meeting during the Annual Conference, where records are passed on to the new members, procedures are reviewed and revised (when necessary), and the newcomers outline plans for the following year.
2. The Nominating Committee will present the names of candidates for each office during Steering of the Midwinter Meeting. Prior to approval by the Steering Committee, the names of candidates or prospective candidates are confidential and available only to the Nominating Committee and GODORT Chair.
3. Following the Annual Conference, the Nominating Committee Chair will request that each member of the Nominating and Steering Committees help to identify strong potential candidates for the offices constituting the Executive Committee. A brief statement supporting the candidate(s) should accompany the name(s) proposed by the members of the Steering Committee and Nominating Committee.
4. The Nominating Committee Chair shall also ask all Nominating Committee and Steering Committee members to contact specific affiliated groups and task forces in an effort to identify potential candidates for task force coordinator positions and committees. Efforts should be made to recruit candidates from different regions and different types of libraries, and to find candidates who represent diverse interests.
5. The Nominating Committee shall obtain the attendance sheets for all task force and committee meetings. Copies should be given to the GODORT Chair and Chair-Elect.
6. The Nominating Committee Chair shall contact GODORT's ALA Staff Liaison in order to obtain a current membership list, which will be used to confirm the membership of each potential candidate. The Nominating Form must include a space for the individual's ALA membership number and the candidate's name on the nominating form must be identical to the individual's name as it appears on his/her ALA membership card.
7. The Nominating Committee Chair shall ensure that the Nominating Form and its accompanying advertisement, as well as the DLC Nominating Form and its accompanying advertisement, are available and linked from the wiki.
8. The Nominating Committee Chair shall provide the DttP editor with text for information about elected positions and the DLC nominations for the Fall issue of *DttP*. An advertisement for the GODORT positions should be posted to ALA Connect and one for the DLC nominations to GOVDOC-L.

9. At the Midwinter Meeting, the Nominating Committee shall hold two meetings to consider recommendations regarding potential candidates for GODORT offices. The first meeting will be held early in the conference and the second at the end of the conference but prior to the Steering Committee meeting. Between the two meetings, a list of candidates for all elective offices in priority order should be finalized. Each candidate's willingness to run must be confirmed. The Nominating Committee Chair will present the slate during the membership meeting.
10. Following the Midwinter Meeting, the Nominating Committee Chair will send each candidate a formal confirmation of his/her candidacy.
11. The Nominating Committee Chair shall prepare a final slate as required by ALA and submit it to both ALA Headquarters/GODORT's ALA Staff Liaison and the GODORT Chair concurrently and in advance of the established deadline.
12. Following the election, GODORT's ALA Staff Liaison will contact the Nominating Committee Chair with the election results. Upon receipt of the results, the Nominating Committee Chair shall relay them to the GODORT Chair, the Nominating Committee, and the Steering Committee.
13. The Nominating Committee Chair shall inform each candidate of the election results prior to the Annual Conference.
14. After all candidates have been notified, the Chair of the Nominating Committee shall post the results to ALA Connect and the wiki.
15. The only Nominating Committee records that must be retained are the suggested lists of candidates, procedures, and sample forms. No other records or correspondence need to be forwarded to the incoming committee.

**D. Depository Library Council (DLC)**

1. Via the Fall issue of *DttP*, the Chair of the Nominating Committee will solicit nominations for DLC members. Up to five individuals may be nominated for consideration by the ALA Executive Board, which will then forward the names of the candidates it approves to the Public Printer. The nominating form must be available via the GODORT wiki and an announcement, including the URL, should be posted on ALA Connect, GOVDOC-L and other appropriate forums.
2. Candidates may either nominate themselves or be nominated by other ALA members.
3. Only applications received by December 1 may be considered.
4. All applications must be submitted on the DLC Nominating Form, available from the wiki.

5. Prior to approval by the Steering Committee, the names of candidates or prospective candidates are confidential and available only to the Nominating Committee and the GODORT Chair.
6. The Chair of the Nominating Committee will forward all nominations to the GODORT Chair, who will distribute them to the Steering Committee. The Steering Committee will select up to five candidates by majority vote prior to the ALA Midwinter Meeting. The names of the GODORT nominees will be announced to the Steering Committee and GODORT Membership via ALA Connect. Any Steering Committee members whose candidacy is being considered must recuse themselves from the selection process.
7. The Chair of the Nominating Committee will prepare a letter on behalf of the GODORT Chair forwarding the names and resumes of the selected nominees to the ALA Executive Board for their consideration and/or submission to the Public Printer.
8. The Nominating Committee Chair will promptly: a) Tell each candidate whether GODORT forwarded his/her name to the ALA Executive Board; b) Tell each candidate whether the ALA Executive Board forwarded his/her name to the Public Printer; and c) Let each candidate know whether s/he was selected by the Public Printer to serve on the DLC.

#### **E. Calendar of Activities**

All instructions in this calendar of activities are directed toward the Nominating Committee unless otherwise indicated.

#### When to send information to *DttP* and the GODORT Web Administrator:

*DttP* Fall issue (deadline June or July )

*Outgoing Chair:* Send the editor of *DttP* the list of GODORT winners in the ALA Election.

*Nominating Committee:* Send Call for nominees; Call for DLC nominees, and the “Plea to Get Involved”.

*DttP* Winter issue (deadline: mid-September or October)

Send *DttP* a note encouraging participation in GODORT.

*DttP* Spring issue (deadline: mid-January)

Send *DttP* the slate of officers and the list of Depository Library Council nominees forwarded to ALA.

*DttP* Summer issue (deadline: April)

Send *DttP* the list of DLC members appointed by GPO.

#### Calendar of Other Activities:

July (after the Annual Conference)

*Immediate Past Committee Chair:*

- Make sure the ALA Election form for GODORT elected offices is up to date and reflects all offices up for election in the following year. (As of 12/2012, the form is located at: <https://www.alavote.org/Nomination/Login/Login.aspx?e=120>.)
- Forwards files to the incoming Chair.

*Nominating Committee:*

- With the help of GODORT Web Manager revise the nomination form for ALA's Depository Library Council endorsement (located on the ALA GODORT webpage) to reflect new contact information.
- With the help of the GODORT Web Manager revise the volunteer form for members interested in appointment as committee members or liaisons.
- Send the Committee's report/minutes to *DttP* and the GODORT Web Administrator. This includes a list of successful candidates. Begin the call for DLC nominees and candidates for GODORT offices.
- Depending on the *DttP* schedule, it may be time to also send to *DttP* and the GODORT Web Administrator the call and forms for DLC nominees and Election nominations. The deadline for the Fall issue is typically in June or July.
- Look for the current year's ALA election schedule to ensure the committee stays on schedule (As of 12/2012, the schedule is linked from: <http://www.ala.org/aboutala/governance/alaelection> )

August

- In order to make current election materials available online before candidates are sought, the Nominating Committee Chair should initiate contact with GODORT's ALA Staff Liaison in order to ensure that current balloting/election materials are correct.
- Begin to solicit DLC nominations.

September to December

- Through publicity and direct personal communication, persuade members to submit their names to be nominated for the DLC and to run for GODORT offices. Finalize the lists of candidates for these positions.

September

- Send messages advertising the GODORT Depository Library Council nominating procedure to ALA for publication on the Web.
- Send messages advertising the GODORT DLC nominating procedure to various email lists.
- Be sure all attendance sheets for GODORT meetings have been received from each committee, task force, or other group. Contact the GODORT Secretary to obtain any that may have been forwarded to him/her. Use these sheets to identify and contact individuals who are interested in serving. When you have completed this task, forward these sheets to the GODORT Chair and Assistant Chair/Chair-Elect.

October

- Post an announcement at the October Depository Library Council meeting containing information about GODORT nominations to DLC and elected positions and the URL for the application forms.
- Intensify your efforts to recruit DLC candidates and candidates for various GODORT positions.

November

- Continue to recruit candidates for GODORT Offices.
- Begin to finalize the DLC nominations (for the December 1 nominations deadline).
- Be certain all DLC nominees' materials have been received and are complete and in good order by December 1.

December

- In early December, forward the DLC candidates' applications and resumes to the GODORT Chair. The Chair will forward these materials to the Steering Committee, which will then vote for DLC nominees. If a Steering Committee member is a DLC nominee, s/he cannot vote.
- The Steering Committee's vote on DLC nominees is announced to Steering Committee members by the GODORT Chair. The GODORT Chair will then forward DLC nominee's application forms and resumes electronically to the ALA Executive Board with a copy to GODORT's ALA Staff Liaison.
- Update the slate of nominees.

January (Before the Midwinter Meeting)

- Prepare the projected slate of officers for the Midwinter Meeting.
- Check the ALA Calendar and/or contact GODORT's ALA Staff Liaison to request the balloting schedule. The date by which ALA Headquarters must have GODORT's final ballot is commonly in the first week of February.

January (At the Midwinter Meeting)

- At the first Steering Committee meeting, inform the Committee of any further need for candidates and solicit nominations if necessary.
- At the Nominating Committee meeting and throughout the Midwinter Meeting, recruit additional candidates (if necessary) and finalize the ballot, which will then be approved at the Steering Committee meeting.
- Visit task force and committee meetings in order to solicit officer candidates if necessary.
- At the Steering Committee meeting, submit the draft ballot of officer candidates to the Committee for its approval.

January/February (After the Midwinter Meeting)

- Ensure all candidates are aware of the deadline by which they must fill out the ALA election form.



- Acquire a current copy of the GODORT membership list from the GODORT Membership Committee or GODORT's ALA Staff Liaison.
- E-mail a list of the candidates' names and ALA membership numbers to GODORT's ALA Staff Liaison and the GODORT Chair
- Review the draft ballot from GODORT's ALA Staff Liaison and return it by the due date to for transmission to ALA Headquarters.

March

- The ALA election begins.

May

- Receive the election results.
- Notify each candidate of his/her success/lack of success in the election. Include the special Welcome notice to new Nominating Committee members.
- Submit the list of winners to the GODORT Community on ALA Connect, appropriate email lists, *DttP*, and the GODORT Web Administrator.

June/July (before the Annual Conference)

- Make a list of offices that need to be filled.
- Send a draft agenda to current and future Nominating Committee members and ask them to suggest additional items.
- Prepare the announcement containing the URL for the Nominating Committee's online nomination and volunteer forms.

June/July (at Annual Conference)

*Outgoing Chair:*

- At the first Steering Committee meeting and the GODORT Membership meeting, distribute a written report of the election results.

*Nominating Committee:*

- Distribute forms to Nominating Committee members for revision.
- Verify the vacancies to be filled in the next election. (Remember that the Treasurer is elected in odd-numbered years, and the GODORT Councilor is elected for a three-year term. The term for all other offices is one year.)
- The Nominating Committee Chair shall make each Committee member responsible for identifying DLC nominees and also potential officers/members of particular committees.
- At task force and committee meetings, announce the beginning of the nominations process in the fall.
- At the Steering Committee meeting, the Nominating Committee Chair shall encourage other Steering Committee members to start thinking about nominations for next year.

**VI. Sample Correspondence (see Appendix I: Nominating Committee Letter Templates)**

**VII. Nominating Committee Forms**

The following forms and information are linked from the Committee's wiki page:

<http://wikis.ala.org/godort/index.php/Nominating>

and maintained on the ALA GODORT website:

<http://www.ala.org/godort/godortcommittees/godortnominating/>

- Depository Library Council Nomination Form
- GODORT Elected Office
- GODORT Volunteer Form (for appointed positions and liaisons)