

**YALSA Board of Directors Meeting
ALA Midwinter Meeting, Atlanta
January 20 – 24, 2017**

Topic: Governance Nominating Committee Re-envisioning

Background: At the 2016 ALA Annual Conference, YALSA Board directed that the Governance Nominating Committee be changed to a Board Development Committee, to support the reorganization of YALSA in alignment with the new Organizational Plan. This document, submitted by Candice Mack, Crystle Martin, and Mega Subramaniam, outlines potential changes for the Board’s consideration.

Action Required: Action

Proposal

Expand the focus of the Governance Nominating Committee to include board development activities.

Rationale

- The effort to reframe the work of the Executive Committee so that they are focused on ALA relations and fiscal oversight means that they will no longer be responsible for board training and assessment
- There is no formal process in place to cultivate leaders within the association. By expanding the Governance Nominating Committee into a Board Development Committee they will take on this role, which will create a pipeline of potential leaders for the Committee to consider for the slate.
- The nature of the current work of the Nominating Committee is such that they do not have responsibilities year-round, so expanding their role is achievable and will provide them with year-round tasks to complete

Existing Governance Nominating Committee Charge

To recruit, vet and select candidates for the YALSA Board of Directors for the YALSA slate for the 2018 election. When building the slate, seek out the most qualified individuals and provide for broad representation, including but not limited to representation of the membership by: diverse background, type of library, special interest, and geographic location, being sure to incorporate diversity as defined by ALA/YALSA. To communicate regularly with the Award Nominating Committee and share information about potential

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candidates to ensure there is no overlap. To educate members about governance and service on the YALSA Board, including conducting necessary outreach via an array of avenues like social media, blogs, newsletters, and partnership with other organizations to ensure diverse representation. To assist candidates in preparing for the election, including but not limited to planning and implementing a Candidates' Forum at the 2018 Midwinter Meeting and candidate interviews for posting on the YALSAblog. To review the process after each election and make recommendations for the next cycle. Size: 5 virtual members, who have governance experience, including the chair. One member will have served on a recent Nominating Committee. The Immediate Past President will be the only appointee on the governance committee who is a current member of the Board. Term: January 1 through May of the following year.

Proposed Board Development Committee Charge

(additions in *red italics*, eliminations in ~~strike through~~)

To develop in conjunction with the Board of Directors activities and materials for: board orientation, on-going board training, and annual board member self-assessments and board assessments. In conjunction with the Board help create Board roles and responsibilities and assess board effectiveness. To pay attention to board composition and needs. ~~To recruit, vet and select candidates for the YALSA Board of Directors for the YALSA slate for the 2018 election.~~ *To identify and cultivate members for leadership positions, and to annually develop a slate of candidates for board positions.* When building the slate, seek out the most qualified individuals and provide for broad representation, including but not limited to representation of the membership by: diverse background, type of library, special interest, and geographic location, being sure to incorporate diversity as defined by ALA/YALSA. ~~To communicate regularly with the Award Nominating Committee and share information about potential candidates to ensure there is no overlap.~~ To educate members about governance and service on the YALSA Board, including conducting necessary outreach via an array of avenues like social media, blogs, newsletters, and partnership with other organizations to ensure diverse representation. To assist candidates in preparing for the election, including but not limited to planning and implementing a candidates' forum at the Midwinter Meeting and candidate interviews for posting on the YALSAblog. To review the process after each election and make recommendations for the next cycle. Size: 7- 9 virtual members, who have governance experience, including the chair. At least one member will have served on a recent Board Development Committee, and no more than three committee members may be current members of the Board. Term: January 1 through June 30 of the following year.

Current Bylaws Language

ARTICLE VIII Nominations and Elections

Sec. 1 Prior to the Midwinter Meeting, the President-Elect shall appoint two Nominating Committees of five. One committee will be responsible for preparing a slate of candidates who will run for YALSA Board positions and the other committee will be responsible for preparing a slate of candidates who will run for YALSA Award Committee positions. One member of each committee will have served on a recent

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Nominating Committee. The Immediate Past President will be the only appointee on the governance committee who is a current member of the Board. Each committee will arrange for a list of nominated candidates to be submitted by August 31st. At the Midwinter Meeting the Nominating Committees will be announced to the Board.

The Governance Nominating Committee shall present to the Board the names of at least one candidate for President-elect, at least one candidate for each expiring Board of directors-at-large position, and at least one candidate for each expiring Division Councilor, Fiscal Officer and Secretary position.

Proposed Bylaws Language

ARTICLE VIII Nominations and Elections

Sec. 1 ~~Prior to the Midwinter Meeting, the President-Elect shall appoint two Nominating Committees of five. One committee will be responsible for preparing a slate of candidates who will run for YALSA Board positions and the other committee will be responsible for preparing a slate of candidates who will run for YALSA Award Committee positions. One member of each committee will have served on a recent Nominating Committee. The Immediate Past President will be the only appointee on the governance committee who is a current member of the Board. Each committee will arrange for a list of nominated candidates to be submitted by August 31st. At the Midwinter Meeting the Nominating Committees will be announced to the Board.~~ *a Board Development Committee whose responsibilities include preparing a slate of candidates who will run for YALSA Board positions. All committee members should have governance experience, including the chair. At least one member will have served on a recent Board Development Committee, and no more than three committee members may be current members of the Board.*

By August 31st of each year, the Governance Nominating Board Development Committee shall present to the Board the names of at least one candidate for President-elect, at least one candidate for each expiring Board of directors-at-large position, and at least one candidate for each expiring Division Councilor, Fiscal Officer and Secretary position.

Descriptions of Expanded Committee Roles

1. To cultivate leaders within YALSA
2. To help create and maintain board roles and responsibilities
 - a. Regularly review and as needed propose updates to the board's description of its roles and areas of responsibility, and what is expected of individual board members

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3. To develop and maintain a recruitment process and tools related to it, such as a prospective director’s application, interview questions for prospective directors, a director’s job description and list of qualifications
4. To recruit new directors to meet the specific needs discovered by the assessment process
 - a. Lead in assessing current and anticipated needs related to board composition, determining the knowledge, attributes, skills, abilities, influence, and access to resources the board will need to consider to accomplish future work of the board. Two factors informing this assessment:
 - i. “Leadership gaps,” that is, gaps in experience, knowledge or ability, among current directors with respect to executive offices, committee chairmanships, and other key functions served by members of the board
 - ii. Diversity of directors as defined by ALA/YALSA
 - b. Develop a profile of the board as it should evolve over time
 - c. Scout for new board members, both within the field and outside conventional sources
 - d. Identify potential board member candidates and explore their interest and availability for board service
 - e. Provide candidates with information needed prior to election to the board
 - f. Nominate individuals to be elected as members of the board
5. To design and conduct a new board member on-boarding process and related materials, including orientation sessions and mentoring/coaching.
 - a. To conduct follow-up interviews with new directors 3 months, 6 months and one year after each joins the board. The primary purpose of these interviews is to discuss the quality of the new director’s experience to-date and to answer questions or address issues that he or she may identify.
5. To monitor the performance of the board as a whole with respect to whether or not YALSA’s mission is being accomplished and its goals are being met, and to discuss both accomplishments and barriers with the board president
 - a. Collect, review, share and discuss exit interviews with all board members whose term expires and/or who, for whatever reason, leave the board before their term expires

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- b. Ensure annual board and board member assessments are conducted and that relevant information is used to inform board development efforts
7. To identify needs and to provide for the ongoing development and training of board members to strengthen their skills and knowledge base

Timeline:

Jan. 2017 – board approves changes

Feb. 2017 – changes to bylaws wording goes on the ballot

March – April 2017 – members vote on updated language for bylaws presented on ballot

June 2017 – Committee Volunteer Form opens for 2018 – 2019

Oct. 2017 – President Elect appoints committees

Nov. – Dec. 2017 – ad hoc group of member leaders adapts the Governance Nominating Committee chair manual for the new Board Development Committee

Jan. 1, 2018 - Board Development Committee begins

July 1, 2019 – YALSA President implements evaluation process

Fiscal Implications

Additional committee member time to take on the new responsibilities listed in this document

Measuring Impact

After the Board Development Committee completes one year of work, the YALSA President will put an evaluation process in place to determine the success of the changes and present recommendations to the board for moving forward

Recommended Board Action:

- Adopt the new name, charge, and list of committee responsibilities as presented in this document and direct the Executive Director to work with staff to prepare the 2017 ballot with the proposed bylaws changes as presented in this document

Additional Resources:

- 2016 June meeting Board Document #2, “Executive Committee Function,” www.ala.org/yalsa/sites/ala.org.yalsa/files/content/ExecCommitteeNewFocus_AN16.pdf
- Responsibilities of the Board Development Committee, <http://bit.ly/2iqwViE>

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- Sample Board Development Committee Job Description,
<http://bit.ly/2iNBQqr>
- YALSA Bylaws,
www.ala.org/yalsa/sites/ala.org.yalsa/files/content/BYLAWS_2016approvedchanges.pdf