

Nominating Committee

a. Committee Charge

- i. The Nominating Committee is responsible for preparing the annual slate of candidates for chapter offices. The committee shall endeavor to present a balanced slate of candidates with regard to geography, type-of-library, areas of professional expertise, and personal characteristics such as gender and ethnic heritage. The committee shall encourage all members to submit suggestions for well-qualified candidates.

b. Articles/Bylaws Statements

- i. There shall be the following standing committees: ... (3) Nominating (*Articles, Art. VIII*)
- ii. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*)
- iii. The president shall appoint a nominating committee who shall submit the names of the candidate or candidates for each of the following offices by November 1 in the year which the officer is elected. Vice-President -- President Elect, Secretary, Treasurer. (*Bylaws, Art. III*)
- iv. The Nominating Committee shall not submit, for election to the office of vice-president/president elect, the name of any member who is not in good standing of the American Association of Law Libraries. (*Bylaws, Art. III*)
- v. Additional nominations may be made by any member by communicating in writing such nomination to the president. (*Bylaws, Art. III*)
- vi. The vice-president -- president elect shall be elected ... each year. The secretary and a member-at-large shall be ... each even numbered year. The treasurer and a member-at-large shall be elected ... each odd-numbered year. (*Bylaws, Art. III*) **[revised 4/99]**

c. Composition

- i. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
- ii. Maximum committee size is 5. It is essential that this committee have an odd number of members.
- iii. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
- iv. The incoming President may also solicit other individuals for committee membership, if necessary.
- v. Committee members will be appointed to one year terms. **[revised 4/01]**
- vi. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

d. Responsibilities

- i. Preparation of slate of candidates
 - (1) Chapter tradition has presented two candidates for each office. The committee, in consultation with the Executive Committee, may choose to present one candidate for office.
 - (2) The committee will solicit nominations from the membership by any available means, including newsletter notices, chapter meetings and appropriate Internet discussion lists.
 - (3) Candidates for Vice-President/President-Elect will be presented every year.
 - (4) Candidates for Secretary and a Member at Large will be presented in each even-numbered year. **[revised 4/99]**
 - (5) Candidates for Treasurer and a Member at Large will be presented in each odd-numbered year. **[revised 4/99]**
 - (6) Contact potential candidates for consent to stand for office.
 - (7) The completed slate will be presented to the Executive Committee for approval by November 1 and announced by the committee chair to the membership by December 1. **[revised 3/00]**
 - (8) The committee will obtain biographical information on the candidates using the SEAALL

candidate biographical information form and will forward that information to the Secretary for inclusion in the ballot mailing by December 15. **[revised 3/00]**

ii. Future Elections

- (1) The committee will maintain lists of potential candidates for use by future Nominating Committees.
- (2) The committee will create news articles, program proposals, etc. to encourage participation in the election process.
- (3) The committee will maintain lists of all previous candidates for office.

iii. Chapter Finances **[added executive committee meeting - 4/17/97]**

- (1) Chair will monitor committee expenses/revenue during the year.
- (2) Chair will notify outgoing President of totals prior to the annual chapter meeting.

iv. Handbook

- (1) The committee will review the procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.

v. Reporting **[revised 4/99]**

- (1) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

vi. Meetings

- (1) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. **[revised 4/99]**
- (2) Minutes will be recorded for each conference call and meeting.
- (3) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. **[revised 4/99]**
- (4) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- (5) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

e. Relationship to SEAALL Officers, Administrative Positions or Other Committees

i. Executive Committee

- (1) The committee will present the slate of candidates to the Executive Committee for approval.

ii. Secretary

- (1) The committee will provide the Secretary with the slate of candidates, along with biographical information on each candidate.

iii. Handbook Editor

- (1) The Handbook Editor will provide a comprehensive list of former SEAALL officers and committee chairs by distributing the Chapter History section of this Handbook.
- (2) The committee will provide proposed additions and revisions to the procedures included in this Handbook.

iv. Education/Publications Committee

- (1) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. **[added 3/98]**

- v. Newsletter/Public Relations Committee
 - (1) The committee will submit a solicitation for candidates and will announce the slate of officers in the appropriate issues of the *Southeastern Law Librarian*.
 - (2) Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
- vi. Other SEAALL Committees
 - (1) The Committee will develop relationships with other SEAALL committees as needed.

f. Reimbursement of Committee Expenses

- i. Ordinary Expenses
 - (1) Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. **[revised 4/99]**
- ii. Budgeted Expenses
 - (1) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. **[revised 4/99]**
- iii. Expenses Not Previously Budgeted
 - (1) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - (2) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. **[revised 4/99]**
 - (3) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

g. Chapter Records

- i. Receive from immediate past chair
 - (1) Committee files for the previous three years including
 - (a) Nominating Committee reports.
 - (b) Minutes of committee meetings and conference calls.
 - (c) List of potential candidates for office.
 - (d) List of all previous candidates.
 - (2) Copies of any project files for the previous three years.
- ii. Collect during term
 - (1) Items enumerated above.
- iii. Convey to successor/Archives
 - (1) Items enumerated above.
 - (2) Older files and materials are to be sent to SEAALL archives.

h. Calendar of Responsibilities

- March/** Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the
- April** President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

April Chapter fiscal year begins

Southeastern Law Librarian copy due April 30. **[added 3/00]**

**April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

Chair solicits ideas for special projects from committee members.

July Chapter membership year begins

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

Southeastern Law Librarian copy due July 30. **[added 3/00]**

October Candidate nominees due from membership by October 15. **[revised 4/01, 4/05]**

November Slate of candidates presented to President (by November 1).

Southeastern Law Librarian copy with biographies due November 30. **[added 3/00, revised 4/05]**

December Provide biographical information on candidates to Secretary by December 15. **[added 3/00]**

January *Southeastern Law Librarian* copy due April 30. **[added 3/00]**

**January/
February** Handbook modifications due to editor two months prior to annual chapter meeting **[revised 4/99]**

February/ Chair prepares committee report. Report is due to President one month prior to annual chapter meeting

March meeting.

Expense/revenue reports due to the President one month prior to the annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/ Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL
May Archives within one month following annual chapter meeting, but no later than May 15.

- i. Relevant Chapter Forms [revised 3/98]**
 - i. Annual Committee Report
 - ii. Reimbursement memo
 - iii. Candidate biographical information form
 - iv. Budget report