

NOMINATING

The Committee shall consist of the Chairs of the five sections of TLA: Public Libraries Section; College/University Libraries Section; School Libraries Section; Special Libraries Section; and Trustees/Friends Section. The Vice President/President-Elect of TLA shall appoint the Chair of the Committee by June 1st prior to his/her assuming the office of President.

Duties:

- Present a slate of officers, including the ALA/APA Councilor and Representative to the SELA Executive Board, when appropriate, with at least two nominees for each office. (See *ByLaws*, Article VI, Sections 1-9 for full description of Committee procedures/policies.)
 - All persons nominated to run for office must be current members of the Association and remain current members throughout the term of office, if elected.
- Committee Calendar:
 - May:
 - Committee Chair appointed by Vice President/President-Elect.
 - Chair contacts other members of the Committee and refers them to pertinent parts of the *TLA Manual* (on the TLA website); explains the process; sets deadlines for completion of work; and begins the identification of potential candidates to stand for election in the Spring of the following year.
 - June – November:
 - Committee invites nominees to become candidates for office. Formal letters of consent are to be obtained from the candidates.
 - Committee ascertains with the TLA Executive Director that nominees are current members of TLA.
 - December:
 - Committee certifies petition candidates, if any.
 - Slate of candidates reported to the TLA President.
 - Slate of candidates announced to the TLA Board of Directors, either at the next meeting of the Board or via tla-board (listserv).
 - Requests biographical information and a statement of professional concerns from each candidate.
 - Send information to TLA Executive Director for inclusion with the ballot.
 - Biographical information should include the following:
 - “I accept the nomination to serve as a candidate for the office of _____.” Followed by signature and date.
 - Name / Current Position Title / Current Institution / Preferred Mailing Address / Telephone #
 - Education: (Degrees / Institution / Dates: most recent first)
 - Positions: (Title / Institution / Dates: list current first)
 - TLA Activities: (Positions held / Dates of service: list current first)
 - Offices
 - Committees
 - Sections
 - Roundtables
 - Other (Affiliates / Editorships)
 - Regional / National Library Associations Activities: (Positions held / Dates of service: list current first)
 - Membership in Other Professional Organizations and Learned Societies: (Positions held / Dates of service: list current first)
 - Honors, Awards, Prizes, Medals, Citations: (Indicate date received)
 - Brief statement of professional concerns as a candidate for TLA office.
 - January:
 - Submit slate of candidates with biographical information and statement of concerns to

- TLA Executive Director.
 - Submit slate of candidates to editor of *TLA Newsletter*.
 - Submit slate of candidates to TLA Board of Directors and TLA Executive Committee.
- The Chair(s) shall attend all TLA Board of Directors meetings and shall submit quarterly reports on activities and an annual evaluative written report to the membership at the final Board of Directors meeting for the fiscal year.