BOARD POLICY MANUAL APPENDIX: NOMINATION OF CANDIDATES AND ELECTION OF BOARD MEMBERS

This appendix outlines the procedures for nominating individual ATLA members for election to the ATLA Board. This document in no way supersedes the stipulations for such nominations described in the ATLA Bylaws. Instead, it seeks to provide in one location a clear explanation of the procedures required by the Bylaws and those practices found helpful in promoting a fair and open nominating process that yields a slate of competent candidates. In order to distinguish those Procedures that have become customary as opposed to practices required by the Bylaws, pertinent sections of the Bylaws will be referenced in the text where an action is stipulated in the Bylaws.

A. Membership of the Nominating Committee for Board Candidates:

1. This committee consists of three (3) persons all of whom are individual members of ATLA. (Article 3.8)
2. Each Committee member is appointed by the Board of Directors for a non-renewable three (3) year term. (Article 3.8)
3. One (1) member of this committee shall be appointed by the Board each year. (Article 3.8)
4. Normally, the appointment of the new member on the Nominating Committee for Board Candidates will be made at the ATLA Board's February meeting.
5. At all times, one (1) member of the Nominating Committee for Board Candidates shall be a current member of the Board of Directors. (Article 3.8)
6. The chair of this nominating committee shall be the Committee member who has served the longest on the Committee.
7. Since the Nominating Committee does some of its work during the Annual Conference, all members of the committee are expected to attend the Annual Conference.

B. Responsibilities of the Nominating Committee for Board Candidates

1. The primary responsibility of this committee is to nominate candidates for election to the Board of Directors. (Article 3.8)
2. This committee must ensure that no nomination is presented to the membership of ATLA without the express consent of the nominee (Article 3.3) and that all potential nominees are individual members of ATLA before they are invited to be on the slate. (Article 3.2)
3. An individual asked to allow his/her name to be placed in nomination must first be introduced to the responsibilities involved in serving on the Board of Directors and then provided adequate time to consider whether he or she wishes to serve.
4. Each potential nominee should be offered the following information so that he or she can evaluate what is involved in serving as a director:
   a. An "ATLA Board of Directors Policy Manual;"
   b. A verbal explanation of
      i. "Article 3. Board of Directors" in the Association's Bylaws;
• the term of service to which the candidate would be committing if elected to the Board;
• the normal schedule of Board meetings;
• expected attendance at governance training (2-4 days) within the first year;
• the financial arrangements for covering Board members' travel costs to such meetings;

c. A roster of the current Board of Directors and its officers;
d. The timeline for the election process found in Section 1.d. below.
e. A reminder that a Board member may not serve as chairperson of any of the Association's committees or interest groups with the exception of Committees of the Board and the Nominating Committee for Board candidates. Also, traditionally, Board members may not serve on the Executive Director's advisory committees.

5. Each nominee will be asked by the Director of Member Programs to supply biographical information along with a statement concerning his or her view of the Association's needs and/or mission.

6. The Nominating Committee will write articles providing information on the nominating process for the March and August issues of the ATLA Newsletter. In March, the Nominating Committee invites suggestions of potential Board candidates. In August, the Nominating Committee provides an overview of the process and explains the petition nomination procedures.

C. Qualifications for Candidates to the Board of Directors

1. A candidate may not be a Board member and serve as the chairperson of any of the Association's committees or interest groups with the exception of Committees of the Board and the Nominating Committee for Board candidates (Article 3.2). Listings of committee and interest group chairpersons may be found at:
   http://www.atla.com/member/divisions_committees.html
   https://www.atla.com/Members/divisions/Pages/default.aspx
2. A candidate may not serve as an employee of ATLA and as a Board member at the same time. (Article 3.2)
3. Traditionally, Board members may not serve on the Executive Director's advisory committees.
4. Normally, all Board members currently ending their first three (3) year term should be re-nominated if they are willing to stand for re-election.
5. The Nominating Committee for Board Candidates should consider the following principles and guidelines in its identification of potential nominees for the Board, not as goals or quotas, but as reminders of the need for balance and broad representation on the Board:
   a. Individuals' experience in management and potential to be an officer of the Association;
   b. Individuals' past participation in ATLA committees and interest groups;
   c. Continuity of experience on the Board;
   d. Providing opportunities for leadership to those who have never served on the Board; and
e. Denominational, ethnic, gender and racial balance as well as geographic distribution and variety in the size of libraries represented on the Board.

6. Because of the policy governance model currently employed by the Board, candidates for nomination should exhibit:
   a. A commitment to the Association's "moral ownership" (its individual and institutional membership);
   b. A propensity to think in terms of systems, the harmony and good of the whole Association and the context in which the Association seeks to fulfill its mission;
   c. An ability and eagerness to deal with values, vision and the long term future and practice of the Association; Board members need to be attuned to looking beyond the present and the particular topic at hand to the values that lie behind and how those values might be worked out best in the changing context of the future;
   d. An ability to participate assertively in deliberations;
   e. A willingness to delegate and to share decision-making authority with others.

D. Timeline for Nominations and Elections

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<th>February Board Meeting</th>
<th>The Board appoints a third member to the current Nominating Committee for Board Candidates.</th>
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<td>Early Spring</td>
<td>The Nominating Committee writes an article for the ATLA Newsletter which provides information on how members may submit names for consideration to the committee (due March 1).</td>
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<td>Spring (Before Annual Conference)</td>
<td>1) The Nominating Committee for Board Candidates identifies potential nominees to be contacted including current Board members who are eligible for re-election. (see 1.c. above for candidate qualifications)</td>
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| Summer (During and After Annual Conference) | 1) During the Annual Conference the Nominating Committee for Board Candidates discusses with potential nominees the information listed under 1.b.3 above and seeks confirmation of nominees’ willingness to stand for election.  
2) The Nominating Committee writes an article for the August ATLA Newsletter which outlines the nominating process including information on the petition process once a slate has been announced (due August 1). |
<p>| No Later Than October 1 | 1) The Nominating Committee for Board Candidates submits to the Board Secretary a slate of at least six (6) nominations for the four (4) places to be filled on the Board each year. (Article 3.3). The committee also sends this report to the ATLA Director of Member Programs. |</p>
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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>October 15</td>
<td>Secretary consults with Director of Member Programs to prepare an official email announcement of the slate which is sent no later than October 15 (Article 3.3). Instructions for nomination by petition are included in both the email and other ATLA communications. The message comes from headquarters but is signed by the Secretary.</td>
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| December 1 | 1) Nominations other than those submitted by the Nominating Committee for Board Candidates must be submitted by a petition signed by no fewer than ten (10) individual members of ATLA and filed with the Board’s Secretary no later than December 1. (Article 3.3) Petition nominations may be submitted by fax, email, or surface mail prior to the December 1 deadline. The Secretary asks the Director of Member Programs to confirm that the nominee and all the petitioners are ATLA individual members. The Secretary informs the "petition" nominee of board member duties and verifies his/her willingness to serve. The Director of Member Programs requests the biographical information for the ballot.  
2) The Director of Member Programs asks each nominee to submit biographical information along with a statement from each concerning his or her view of the Association’s needs and/or mission. These materials are included with the ballot. |
| January 15 | The Director of Member Programs prepares the ballots, including biographical data on nominees and sends them to institutional and individual members, posted no later than January 15. (Article 3.3) |
| February 1 | The Board Secretary appoints a Teller's Committee of ATLA individual members to count the Board election votes. (Article 3.4) The Teller's Committee conducts its business via email of verifying the ballot count as reported by Survey & Ballot Systems as soon as possible after March 1. |
| Early March| The Teller’s Committee verifies the ballot report received from Survey & Ballot Systems. The count is conducted as stipulated in Bylaws Article 3.4. The Teller’s Committee reports the election results to the Board Secretary as soon as possible after March 1. The Secretary immediately contacts by phone those elected to reconfirm that they are willing to serve. If anyone cannot serve, the Secretary contacts the candidate with the next highest number of votes. The President may contact the candidates if the Secretary is unable to do so in a timely manner. After all confirmations have been received verbally, the Secretary informs the Board’s President and the Executive Director of ATLA. (Article 3.4) The Secretary |
| Summer Annual Conference | The acceptance by the membership of the Secretary’s report to the ATLA annual meeting on the balloting results constitutes the formal confirmation of the election of new directors. (Article 3.4) |