

THE ALBERTA LIBRARY

Terms of Reference

Nominating / Elections Committee

Purpose

The purpose of the Nominating/Elections Committee is to:

- Bring forward the names of Board members willing to stand for the Executive Committee.
- Conduct the election of the Executive Committee at the Annual General Meeting.

Responsibilities

- Calls for nominations for Chair and three (3) Directors (according to Schedule A) at the Fall Board meeting and/or in January.
- Contacts current Chair and Directors to determine if they are willing to stand for re-election.
- Ensures that current members of the Executive Committee represent all categories.
- Attempts to have more than one nominee/Director stand for election in each category.
- Is aware of the Articles of the Association paragraph 54 to 57.
- Conducts the election of the Executive Committee at the Annual General Meeting according to the procedures established by the Board of Directors.

Budget

Members are reimbursed for all meeting and/or telephone expenses. Expense forms are submitted according to current policies.

Membership

The Committee consists of two to four (appointed) Board members. If the past-chair of the Board is still a Board member, he/she may chair the Committee. No current (or potential) member of the Executive sits on the Committee.

Meetings

The Committee may meet by telephone or call a meeting.

Reports

The Committee submits the nominations for Chair and three Directors to the Board of Directors with the agenda for the Annual General Meeting. The Committee must complete their work between the Fall Board meeting and the Annual General Meeting of each year.

Evaluation

The Committee submits an evaluation of the process to the Annual General Meeting. The Board of Directors dissolves the Committee by accepting the report. The Committee is struck at the Fall Board meeting and/or in January.

SCHEDULE A

TERMS OF OFFICE/ELECTION CALENDAR

College and Technical Institute Libraries	2007, 2009, 2011
Public Libraries.....	2008, 2010, 2012
Regional Library Systems	2007, 2009, 2011
University Libraries.....	2008, 2010, 2012
Library organization or associations.....	2007, 2009, 2011
Province of Alberta	2008, 2010, 2012
APLEN (see Note).....	2008, 2010, 2012

If any of the categories do not have representatives, additional directors will be elected to the board Executive Committee.

If a vacancy occurs during the term of office of a member of the Executive Committee, nominations will be called for and an election held at the next scheduled vote for the Board of Directors, to fill the remainder of the term of office.

If the next Board of Directors meeting is more than 3 months away, the Executive Committee will appoint a *member from that sector to fill the vacancy until the next Board meeting when an election will be held according to the above procedure.*

Note: The Chair of the APLEN Standing Committee will be elected from within the membership of the Standing Committee for a two-year term and acclaimed as a member of the Executive Committee.