

Nominating Committee Standing Rules

The Nominating Committee is a standing committee of the Indiana Library Federation Board of Directors. The Nominating Committee, a recognized administrative unit of the Indiana Library Federation, adheres to the latter's bylaws, policies, and procedures.

Purpose

The purpose of the Nominating Committee is to propose a slate of candidates for officers and Board of Directors members of the Indiana Library Federation, as set forth in Article IX: Elections of the Indiana Library Federation Bylaws.

Membership

The Nominating Committee shall consist of six (6) voting members and three (3) ex-officio members. Committee membership is set forth in Article IX: Elections of the Indiana Library Federation Bylaws. The committee shall be appointed by the president of the Federation with the approval of the Board of Directors. Terms of membership shall be for one (1) year, or the length of an unexpired term. A Committee term shall take effect following the ILF Annual Conference Business Meeting and expire at the ILF Annual Conference Business Meeting the next year. A voting member may be reappointed for one (1) consecutive term. The make-up of the Nominating Committee shall be as follows:

Voting Members

- ILF Immediate Past President, Chair
- Representative of the Association for Indiana Media Educators (AIME) (1)
- Representative of the Indiana Academic Library Association (IALA) (1)
- Representative of the Indiana Corporate and Network Library Association (ICNLA) (1)
- Representative of the Indiana Library Trustee Association (ILTA) (1)
- Representative of the Indiana Public Library Association (IPLA) (1)

Ex-Officio Members

- ILF Executive Director
- ILF President
- ILF First Vice President

Officers

The chair of the committee shall be the immediate past president of the Indiana Library Federation, as determined by the bylaws. An archival file of minutes, member roster, and annual report shall be maintained by the chair and passed on to the subsequent chair.

Duties

The responsibilities of the Nominating Committee are as follows:

1. Propose a slate of officers consisting of:
 - a. second vice president (each year)
 - b. solicit names from eligible divisions for at-large director
 - c. secretary (in even-numbered years)
 - d. assistant treasurer/treasurer elect (in odd-numbered years)
 - e. representative to the American Library Association Council (every third year)

2. Report to the Federation the names of other candidates proposed in writing by 30 or more members.
3. Secure written agreement to serve, if elected, from each nominated person.
4. Oversee mailing of ballots at least 45 days prior to the Indiana Library Federation annual business meeting.
5. Oversee the counting of ballots.
6. Report election results at the Indiana Library Federation annual business meeting.
7. Revise committee standing rules and guidelines as necessary.
8. Submit annual report of activities to the Board of Directors.

Meetings

There shall be a minimum of one (1) meeting per year. Additional meetings may be called by the chair. Notice of meetings shall be given in advance, either in writing, by telephone, or electronically by fax or e-mail. Minutes of proceedings are mandatory. Minutes of proceedings shall be provided to all members (voting and non-voting) of the committee and to the Indiana Library Federation office.

Quorum

A quorum shall consist of a simple majority of voting members.

Parliamentary Authority

The latest version of *Robert's Rules of Order* will govern the committee in all cases in which they are not inconsistent with the Indiana Library Federation Bylaws.

Amendments

These standing rules shall be amended by a 2/3 majority vote of the Indiana Library Federation Board of Directors.

Adopted by Committee: 8/19/99
Recommended by COES: 9/21/99
Ratified by ILF Executive Board: 10/13/99