



Nominating Committee

Committee Charge

The Committee administers the annual FACRL election cycle including candidate identification and recruitment, promotion of the election cycle, certification of election results, and candidate notification.

History of the Committee

The FACRL Past President serves a one year term as Chair of the Nominating Committee. Two additional committee members are appointed by the President.

Major Responsibilities

1. Solicit candidates, as needed, ensuring at least one candidate recommended by the Nominating Committee for each open position
2. Ensure adequate representation from the North, Central and Southern regions of the state and diversity in the type of library among candidates for the Board
3. Author the FACRL election ballot
4. Administer the annual election cycle in accordance with ACRL requirements and [FACRL By-Laws](#)
5. Certify election results and notify winning and non-winning candidates
6. Collaborate with Communications Manager to update FACRL Board listserv and website with new and retiring members of the Board

Procedures Used to Accomplish Major Responsibilities

- Review the terms of existing Board members and identify how many positions will need to be filled in the coming year ensuring adequate representation from the North, Central and Southern regions of the state and diversity in the type of library among candidates for the Board.
- Issue a call for members to stand for election via the FACRL listserv
- Directly solicit candidates as needed ensuring at least one candidate recommended by the Nominating Committee for each open position
- Seek biographical statements and headshot photos for the creation of the election ballot
- Maintain email or phone contact with applicants about submission guidelines, deadlines, and notification.
- Author/review/revise the FACRL election ballot
- Collaborate with the Communications Manager to promote the election cycle



Nominating Committee

- Conduct the election in accordance with ACRL requirements and [FACRL By-Laws](#)
- Close the election ballot and notify winning and non-winning candidates
- Collaborate with Communications Manager to update FACRL Board listserv and website with new and retiring members of the Board
- Review and evaluate the election cycle to inform and improve the process for the following year.
- Update documentation to inform future success

Committee Composition and Term(s) of Office

- Chair (one year term) - Past President
- Committee members - two members of the Board appointed by the President
- Committee appointments are Annual to Annual

Reports to FACRL President

Contact People for Accomplishing Committee Objectives

- FACRL President
- FACRL President-elect
- FACRL Treasurer
- FACRL Communications Manager

Publicity Needs

Publicity is needed to promote the calls for candidates to stand for election, the opening of election cycle and announcement of winning applicants. Publicity is accomplished by posting announcements to the FACRL website, listserv, Twitter account.

Documents to Create/Update

- FACRL Election Ballot
- Call for candidates to stand for election
- Announcement of opening of the election cycle
- Announcement of winning candidates
- Service acknowledgment letters for Committee members

Reports Generated



Nominating Committee

- January - Committee Planning Report due
- May - Committee progress report due
- October (Annual conference) - Annual report due

General Timetable

June

- Confirm committee composition

July

- Review the terms of existing Board members and identify how many positions will need to be filled in the coming year ensuring adequate representation from the North, Central and Southern regions of the state and diversity in the type of library among candidates for the Board.
- Author Committee Planning Report

October - December

- Solicit candidates, as needed, ensuring at least one candidate recommended by the Nominating Committee for each open position.
- Collaborate with the Communications Manager to promote the election cycle
- Attend, as possible, all events organized by FACRL

January

- Confirm required ACRL membership for specific officer positions as required by ACRL and the FACRL ByLaws
- Present the slate of candidates to the FACRL Board
- Gather candidate biographical statements and headshot photos
- Author and prepare the FACRL Ballot via the FACRL Survey Monkey account
- Coordinate with the Communications Manager to ensure the promotion of the election to members of FACRL
- Author and submit Committee Progress Report

February

- Conduct the annual FACRL election



Nominating Committee

- Present winning slate to the FACRL Board

March

- Notify winning candidates, share corresponding position descriptions, documentation for advance review and extend invitations to new Board member orientation meetings and the FACRL Board meeting at FLA in May
- Notify non-winning candidates and encourage continued participation via committees, etc.
- Coordinate with the President to ensure communication of election results to the members of FACRL

April

- Participate in a virtual orientation session for new Board members in collaboration with the current President and President-elect.

May

- Coordinate with the Communications Manager to ensure new Board members and Board members whose terms are expiring are added/removed from the FACRL Board listserv and list of Board members on the FACRL website
- Author and submit Committee Annual Report
- Update Committee documentation and submit any files for retention to the FACRL Secretary