

# THE ALBERTA LIBRARY

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## Policy and Procedures

### NOMINATION/ELECTION OF THE EXECUTIVE COMMITTEE POLICY

**Statement of Intent:**

The Board of The Alberta Library shall develop an appropriate process for election of the Executive Committee.

**Policy:**

The Board shall elect an Executive Committee in accordance with Articles 45, 55 and 56 of the Articles of Association.

**Procedures:****Nominations**

- The Nominating/Elections Standing Committee calls for nominations for Executive Committee positions, per the Terms of Office/Elections Calendar (Schedule "A"), and any positions that became vacant during the current term of office.
- Library type Representative Nominees must be nominated by a Board Member of The Alberta Library (TAL) from their own member type.
- The Chairperson can be nominated by any Board member.
- All nominations must be received on the official Nomination Form (Appendix A) on or prior to the deadline noted on the Nomination Form. Each nomination must include the written consent of the nominee.
- All nomination forms with original signatures will be sent to a Member of the Nominating/Elections Committee designated on the Nomination Form.
- Written nominations received after the prescribed date will not be accepted. The nominator will be notified that the nomination may be made from the floor at the Spring Board meeting.
- Nominations will also be received from the floor at the Spring Board meeting.

**Elections****Election by Acclamation**

If there is only one candidate in the membership type scheduled for election, that candidate shall be deemed elected and no vote is required.

**Elections Required**

In cases where a vote is necessary, the Nominating/Elections Committee will forward a list of the candidates to the Chief Executive Officer. The Chief Executive Officer shall ensure a ballot is prepared for distribution by the Nominating/Elections Committee at the Board meeting.

### **Call for Nominations**

A member of the Nominating/Elections Committee shall declare nominations open at the meeting to provide an opportunity for additional candidates to be nominated for each of the positions to be elected. Only one call for nominations for each position is required. Board members will be instructed to add the name of any additional nominees to the ballot.

### **Voting**

A Director shall mark his / her ballot paper indicating choice of candidate. No identifying mark shall be placed on the ballot in order to maintain secrecy. Only Directors may vote.

### **Ballot Count**

Members of the Nominating/Elections Committee shall collect the ballots and count the votes.

### **Tie Vote**

One member of the Nominating/Elections Committee will be identified to the Board as abstaining from the voting. In the event that there is a tie vote, the abstaining member will cast the deciding vote.

### **Election Results**

A member of the Nominating/Elections Committee shall announce the results of the election to the Board immediately following the ballot count.

Newly elected Executive Committee members take office at the conclusion of the Board meeting at which they were elected.

### **Secrecy**

Only the members of the Nominating/Elections Committee shall be present during the counting of the votes. The numerical results of the count, the election records and the materials shall be kept secure and destroyed after the results of the election are accepted by the Board.

### **Mid Term Vacancies**

- If a vacancy occurs during a Member's term of office, nominations will be called for in accordance with the Nominations/Elections Procedures and an election held at the next scheduled meeting of the Board of Directors, to fill the remainder of the Member's 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.

**Power of the Board**

In the event of any failure to comply with procedure relating to the election of members to the Executive, the Board shall have the power to take any action it deems necessary to validate or disallow the nomination, the counting of the ballots or the election.

**APPENDIX A (SAMPLE)**

**TAL Executive Elections (insert year) Nomination Form**

**Nominations received after (insert date) will be returned to sender.**

**I am submitting the following name as a candidate for the position of:**

(check one)

(list vacant positions) \_\_\_\_\_

**Chairperson** \_\_\_\_\_

**Candidate Information:**

**Name** \_\_\_\_\_

**Library** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Phone (w)** \_\_\_\_\_ **(h)** \_\_\_\_\_

**Fax (w)** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Candidate's signature** \_\_\_\_\_

I have contacted the Nominee and he/she has agreed to this nomination.

**Name** \_\_\_\_\_ **Member type** \_\_\_\_\_

**Your Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

SEND SIGNED FORM BY (insert date) to:

**ADDRESS: TAL Nominating Committee**

c/o \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR FAX to: (insert number) Attention: \_\_\_\_\_

## SCHEDULE A

### TERMS OF OFFICE/ELECTION CALENDAR

Chairperson.....	Annually
Secretary/Treasurer .....	2010, 2012, 2014
College and Technical Institute Libraries.....	2011, 2013, 2015
Public Libraries.....	2010, 2012, 2014
Regional Library Systems .....	2011, 2013, 2015
University Libraries.....	2010, 2012, 2014
Province of Alberta.....	2010, 2012, 2014
APLEN (see Note).....	2010, 2012, 2014

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.