

# Election Time Line 2020

April 15 - Call for nominations open

May 20 - Call for nominations closes

May 26 - Information on candidates will be posted here for your review

June 1 - Elections for the 2020 board will open (voting will be available to individual, retiree, student, and institutional representative members only who will receive a ballot via email)

June 12 - Voting will close

June 19 - Election results will be verified and announced here

July 1 - New board term will begin

## General Election Process Information

Nominees must be an individual or student member of MiALA to be nominated and to serve.

Nominees may only run for one position.

Only current members (individual, student, retiree, or representative of each institutional member) may vote in the election. An email containing a unique ballot link will be sent to all members when the election opens.

## Positions, Terms, and Expectations

Information regarding board and committee positions is available in the Policies & Procedures Manual.

## Board of Directors

### **President**

*Two year term (one as President, one as Past-President) (will be filled by outgoing Vice President every year)*

The President shall serve as the President of the Association, Chair of the Executive Committee, President of the MiALA ACRL Chapter, and delegate to the ACRL Chapters Council. The President shall convene Board meetings and shall preside at each meeting. Board meetings will be held at least quarterly throughout the year and conducted via conference call with at least one in-person meeting a year. In the absence of the President, the Vice-President/President-elect preside at the meeting; in the absence of both officers, the Secretary or Treasurer shall preside. The President, in consultation with the board, will appoint members to standing committees.

### **Vice-President/President-elect (OPEN position)**

*Three year term (one as Vice-President/President-elect, one as President, one as Past-President) (to be elected every year)*

The Vice-President/President-elect will serve in the President's absence as needed, will serve on the Conference Planning Committee, and will serve in any other capacity as directed by the President. The Vice-President/President-elect will actively participate in all board meetings and other duties as assigned by the board. Board meetings will be held at least quarterly throughout the year and conducted via conference call with at least one in-person meeting a year. The Vice-President/President-elect will be selected by the membership each year and will succeed to be President the following year. If needed, the Vice-President/President-elect might also be asked to serve as a liaison between the Board and a committee or interest group. There is a significant time commitment with position.

### **Secretary**

*Two year term (to be elected on odd number years)*

The Secretary shall keep the minutes of meetings of the Board and the Executive Committee and have approved minutes posted to the web site; see that all required notices are duly and timely given; and be custodian of the records

of the Association. The Secretary will actively participate in all board meetings and other duties as assigned by the board. Board meetings will be held at least quarterly throughout the year and conducted via conference call with at least one in-person meeting a year. If needed, the Secretary might also be asked to serve as a liaison between the Board and an interest group or committee. There is a significant time commitment with position.

### **Treasurer (OPEN position)**

*Two year term (to be elected on even number years)*

The Treasurer shall work with the Association's fiscal agent to prepare an annual budget for the association, require and review all financial statements from the fiscal agent, shall provide financial reports as required by the Board, and shall work with individual committees and interest groups to determine income/expense needs. The Treasurer will actively participate in all board meetings and other duties as assigned by the board. Board meetings will be held at least quarterly throughout the year and conducted via conference call with at least one in-person meeting a year. The Treasurer will serve as a liaison between the Board and the Membership Committee. There is a significant time commitment with position.

### **Community College Representative (2) (1 OPEN position)**

*Two year term (staggered terms with one seat to be elected every year)*

The Community College Representative will actively participate in all board meetings and other duties as assigned by the board. These other duties may include liaison duties between the Board and an interest group or committee. The Community College Representative actively serves and advocates for the needs of community college librarians in the state. Board meetings will be held at least quarterly throughout the year and conducted via conference call with at least one in-person meeting a year.

### **Private College and Universities Representative (2) (1 OPEN position)**

*Two year term (staggered terms with one seat to be elected every year)*

The Private College and Universities Representative will actively participate in all board meetings and other duties as assigned by the board. These other duties may include liaison duties between the Board and an interest group or committee. The Private College and Universities Representative actively serves and advocates for the needs of private college and university librarians in the state. Board meetings will be held at least quarterly throughout the year and conducted via conference call with at least one in-person meeting a year.

### **Publicly Funded University Representative (2) (1 OPEN position)**

*Two year term (staggered terms with one seat to be elected every year)*

The Publicly Funded University Representative will actively participate in all board meetings and other duties as assigned by the board. These other duties may include liaison duties between the Board and an interest group or committee. The Publicly Funded Universities Representative actively serves and advocates for the needs of publicly funded university librarians in the state. Board meetings will be held at least quarterly throughout the year and conducted via conference call with at least one in-person meeting a year.

## **Committee Chairs**

**New for 2020!** Elections will not be held for committee chairs. Chairs for the Advocacy, Membership, Communications & Marketing committees as well as the IDEA Task Force will be self-selected among each team's members. **If you are interested in serving on any committee during the 2020-2021 membership year, please submit your interest using the committee volunteer interest form no later than June 1, 2020.**

## Interest Group Coordination Council

Oversight and coordination of IGs will be provided by the Interest Group Coordination Council (IGCC). The IGCC is comprised of a minimum of five members: four representatives serving two-year terms and one member-at-large serving a one-year term. The number of members-at-large will be determined by the number of active IGs on January 1 of the election year. There will be roughly one member of the IGCC for every three IGs. For example, with 15 IGs, there will be four representatives and one member-at-large. With 18 IGs, there will be four representatives and two members-at-large. IGCC seats are open to any IG member. Starting in 2020-2021, each year, two representatives and a minimum of one member-at-large will be on the ballot. The Nominations and Elections Committee is charged with soliciting nominations for representatives performing a wide variety of jobs at different types of institutions and should consider representations from a wide variety of self-defined library roles including public services, technical services, IT, and archives.

### **IGCC Representative (4) (2 OPEN Positions)**

*Two year term (staggered terms with two seats to be elected every year starting 2020)*

The IGCC Representative will actively participate in all IGCC meetings and other duties as assigned by the council. These other duties may include liaison duties between the council and MiALA interest groups.

### **IGCC Member-at-large (2) (2 OPEN Positions)**

*One year term*

The IGCC Member-at-large will actively participate in all IGCC meetings and other duties as assigned by the council. These other duties may include liaison duties between the council and MiALA interest groups.

After the election, the IGCC will meet to determine a chair, assistant chair, and secretary.

### **IGCC Chair**

*One year term*

The IGCC chair will convene regular meetings, create meeting agendas, including soliciting agenda items from IGCC members and IG leadership, coordinate IGCC activities, assign IG liaison responsibilities, and attend MiALA Board meetings as an ex-officio member.

### **IGCC Assistant Chair**

*One year term*

The IGCC assistant chair provides back-up should the chair need to be temporarily absent, attend MiALA Board meetings in the absence of the chair if necessary, and communicate to MiALA as a whole about IG activities

### **IGCC Secretary**

*One year term*

The IGCC secretary takes minutes during IGCC meetings, posts the minutes within two weeks of each meeting in a space that is accessible to MiALA members, and collects and organizes Interest Group reports.