

PROCEDURES FOR ELECTION OF MHLS TRUSTEES

Article I. NOTIFICATION OF VACANCIES AND REQUESTS FOR NOMINATIONS

Section 1.01 Five months prior to the Annual Membership Meeting, the Chair of Elections¹ shall notify the MHLS Executive Director to issue announcements regarding MHLS Board of Trustee positions to be filled by election at the Annual Membership Meeting.

- (a) A notification will be sent to the President of each member library Board of Trustees and to Library Directors in those counties where a vacancy needs to be filled, noting the opportunity and responsibility of the library boards to submit to the chair of their county library association one or more candidates.
- (b) A notification will be widely distributed, such as by means of the MHLS newsletter, noting counties where a vacancy needs to be filled, and the opportunity and responsibility of member library Board of Trustees to submit to the chair of their county library association one or more candidates.

Article II. NOMINATIONS

Section 2.01 The county library association of each county for which a trustee is to be elected shall meet for the purpose of selecting a candidate from their county to nominate at the Annual Membership Meeting. The chair of the county library association shall submit to the MHLS Executive Director one name for each county vacancy no later than two months prior to the Annual Membership Meeting. This nomination will be reported as a signed affidavit that indicates who moved and seconded the resolution and the outcome of the vote at the county meeting at which the nomination was voted upon. This document should be sent to the MHLS Executive Director via email or on letterhead from the county chair.

Section 2.02 In the event a county does not put forth a candidate, the MHLS Executive Director, in consultation with the MHLS Board President, shall seek a nominee from that county where a vacancy needs to be filled.

Article III. ELECTION NOTICE

Section 3.01 One month prior to the Annual Membership Meeting, an election notice will be sent to the President of each Board of Trustees, providing information regarding the election, including information regarding the candidate, a copy of these "Procedures for Election of MHLS Trustees."

¹ The Chair of the Nominations and Election Committee serves as Chair of Elections

Article IV. ELECTION OF MHLS TRUSTEES

Section 4.01 The election of trustees shall be the first order of business at the Annual Membership Meeting following introductory remarks and the President's report.

Section 4.02 The election shall be conducted by the Chair of Elections. The Chair's rulings may be appealed to the MHLS Board of Trustees at its meeting following the Annual Meeting.

Section 4.03 Trustees for all positions to be filled by election shall be elected on one ballot.

Section 4.04 When one candidate is named to fill a vacancy, the Chair of Elections shall declare the nominee to be elected.

Section 4.05 In the event that no nomination for a vacancy is submitted at the Annual Membership Meeting, the MHLS Board shall as soon as possible fill by appointment the vacancy for that calendar year. At the next Annual Meeting the membership shall elect a person to fill the remainder of the term created by the vacancy.²

Approved by MHLS Board of Trustees - Date: June 22, 1991

Revised by the MHLS Board of Trustees - Date: May 7, 2014

Revised by the MHLS Board of Trustees – Date: September 14, 2016

Proposed revision by the MHLS Nominations & Election Committee – July 2020

² MHLS Bylaws, Article IV, Section 5c