

**Special Libraries Association
Board of Directors Candidate Handbook**

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President-Elect, 2003-2004

Revised by
Nominating Committee June 2006

Revised by Election Process Review Taskforce
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Preface

Congratulations on your decision to accept the nomination as a candidate for the Special Libraries Association Board of Directors. For the Association to grow and prosper, we need dedicated leaders such as you to assume leadership positions when asked to serve. No matter the outcome of the election, the experience will be rewarding and will enrich your personal and professional development.

This document is intended to provide a step-by-step outline of the entire SLA election process and what is expected of you as a candidate. It reflects the experiences of a number of individuals who have served on the Board of Directors, or the Nominating Committee, who are part of the Headquarters team; or who were candidates themselves. It is crucial for each candidate to understand the commitments that are needed when accepting the nomination for a Board position.

Parts I and II are timelines and guidelines for the candidates. They clearly spell out the commitments and recommended practices. Parts III, IV, and V detail the involvement of the Board of Directors, the Nominating Committee, and SLA Headquarters Staff in the election process.

Thank you for your willingness to serve and good luck.

Ethel M. Salonen

SLA, President-Elect, 2003-2004

Revised June 2006 Nominating Committee

Revised January 2010 Election Process Review Taskforce

I. The Election Timeline

1. The Nominating Committee, after meeting in Executive session at the January Leadership Summit, contacts prospective Board candidates as soon as possible. Each committee member will be prepared to discuss the position description for the applicable Board position, review the list of meetings that a candidate is to attend, and answer other questions. Acceptance to run for office involves many hours of commitment on the part of a candidate. The Nominating Committee member will clearly state the levels of involvement.
2. Once the nominees verbally agree to run for office, the Chair of the Nominating Committee contacts each candidate and requests a letter of acceptance and a letter of commitment from the employer, if applicable.
3. Once the letters have been received by the Chair, a report is prepared for the Board of Directors which lists the slate of candidates and includes the accompanying letters. After the Board receives the slate, the candidates are official and are subsequently announced.
4. The President-Elect will contact each candidate immediately after the slate of candidates is official. S/he will outline expectations and will arrange a time for the candidates to meet at the Annual Conference. SLA Headquarters Staff will send out a congratulatory email advising them of the election process.
5. As a Board candidate, you are encouraged at the next Annual Meeting to attend all relevant meetings, networking opportunities, receptions, and other functions. Thus, it is important that you manage your schedule in order to do this and avoid conflicts with other conference activities.
6. Once the slate is official, candidates are placed on the Board discussion list and have access to nonconfidential information on the Board wiki– the SLA Board of Directors' collaborative tool. **For liability issues, candidates only have access to non-confidential information.** Candidates will receive email messages on a regular basis reminding them of deadlines and any other important information. Candidates will have access to the "Board of Director's Manual" via the wiki. It is recommended that candidates review this publication so that they become familiar with the various Board activities.
7. A photograph and a short biography of each candidate for the website are due to Association headquarters a few weeks after the slate is official.
8. A more detailed biography and answers to questions that may deal with SLA or with the profession, are due to SLA Headquarters by the end of April, to be published in a current issue of *"Information Outlook."*
9. A reminder will be sent from SLA staff on the need for a five-minute presentation for the "Meet the Candidates" session at the Annual Conference. President-Elect candidates are given 7 minutes. Once the presentations are over, an electronic copy is sent to headquarters where it will be loaded on to the SLA website along with the short biography and the photo of the candidate.
10. The election will begin in September and close four weeks later. Once the votes have been tallied and headquarters receives the report from the balloting firm, the CEO contacts the President and President-Elect with the election results. With due

speed, the President-Elect then contacts all the candidates with the results and then s/he contacts the rest of the Board with the results and sends out communications to the entire membership.

11. Elected candidates will remain on the Board discussion lists and wiki. Access for the other candidates will cease after the election.

II. Meetings to Attend

Each candidate should begin planning his/her attendance at various SLA functions during their candidacy. **A candidate is financially responsible for attendance at these meetings.** Elected Board members may receive travel stipends each time they attend a board meeting. It is strongly recommended that each candidate attend the following meetings:

The Annual Conference – This meeting is where the candidates network and meet the leadership of the association. The President-Elect conducts the “Meet the Candidates” strategy sharing session. This venue will allow each candidate five minutes with seven minutes for President-Elect candidates to present their intentions on how best they would serve the membership as a successful Board officer.

Candidates will be wearing a Board Candidate ribbon for identification purposes. Candidates may be invited to attend any scheduled Board strategy sessions. The candidates are invited to attend each non-executive session board meeting, before and after the annual conference, and are seated prominently in the front of the conference room where the Board meeting is held. The candidates are encouraged to attend every Association-wide event such as the First Timers Reception, the International Reception, the President’s Reception, the Award’s Reception, the General Sessions (Open and Closing), the Annual Business Meeting, and as many Unit networking events as possible. Visibility during this conference is very important for the success of your candidacy. **Plan up to a nine-day commitment for the Annual Conference.**

III. The Board of Directors

Time Frame: 12 months

1. A Nominating Committee for each election of Association members to the Board of Directors shall be appointed by the Board in April of the preceding year of the closing date established for the Committee’s report (no later than March 31).
2. The committee shall be composed of five members, none of whom shall be a member of the Board.
3. The senior directors shall present to the Board the names of five candidates for election to the Nominating Committee, and shall designate one of the five candidates to be the Chair-Elect and to serve as Chair in the following year.
4. The proposed list of names is voted on by the Board of Directors during an Executive Board session. Once the committee members are approved, then the two, senior directors step back from the process.
5. The President-Elect contacts the candidates and acts as a liaison throughout the year.

6. The President-Elect (Board liaison), and CEO work with the Nominating Committee in an advisory capacity.

Once the Nominating Committee has submitted the slate of candidates and the Board of Directors approves the slate, Board members are responsible for the following:

7. The Division Cabinet and Chapter Cabinet Chairs will schedule time at the beginning of the Annual Meeting Leadership Development Institute and Cabinet meetings for candidate introductions.

8. The President-Elect conducts the "Meet the Candidates" session at the Annual Conference. At this venue candidates will have five minutes and seven minutes for President-Elect candidates for a presentation on how best they would serve the membership as an elected Board officer.

9. Once the votes have been tallied and headquarters receives the report from the balloting firm, the CEO contacts the President and President-Elect with the election results. With due speed, the President-Elect then contacts all the candidates with the results, then s/he contacts the rest of the Board with the results, and then sends out a communication to the entire membership.

IV. NOTES

1. Candidates may use social networking tools in pursuing their election to the Board. The emphasis for the candidate should be on communicating their ideas and opinions rather than on the tools.

2. Candidates should take full advantage of all SLA-sponsored promotional opportunities. Any additional communication tools or methods they wish to use will be at their own discretion.

3. If the Statement of Intent and Candidate Guidelines are disregarded, the Executive Board will take appropriate action up to and including elimination of the candidate from the ballot.

4. Candidates may receive endorsements from SLA entities such as Divisions, Chapters or individuals, but not seek these endorsements. SLA Board of Director members should not actively support a candidate.

5. Candidates for the same position should inform each other well ahead of time about chapters they plan to visit, and give each other the opportunity to participate. For example, if the goal is for both candidates to appear in person, but if one candidate cannot attend a meeting, their presence could still be felt with a statement read at the chapter meeting, via teleconference, etc.

The unit will cover the cost of the candidate's chapter visit and/or technology fees to virtually bring in the candidates.

6. The vote counts should be made available to the nominating committee, appropriate staff, and the candidate if he/she wishes. This information must remain confidential between the staff and the candidate.