Nominating Committee Guidelines  
Updated October 2020

I. Composition and Duties of the Nominating Committee

A. Article VII – Nomination and Election, Section 1 and 2 of the SLA Bylaws as amended July 2020 provides that:

Section 1. The board shall elect a nominating committee to nominate candidates for each election. The nominating committee shall be comprised of five members, including the chair, none of whom shall be a member of the board. The nominating committee shall elect its own chair-elect. It shall be the duty of the committee to recommend the timelines and procedures for the nomination and election process prior to the call for nominations (the “Nominating Committee Guidelines”). The Nominating Committee Guidelines shall be subject to the approval of the board. For each election, the board shall set the date on which newly elected directors and officers shall assume office.

Section 2. The Nominating Committee shall present up to two candidates each for President-elect of the Association, and up to eight candidates for the available director positions. Terms for directors shall be staggered and every three years the Nominating Committee shall present up to two candidates for Treasurer.

B. Nominations Process and Schedule:

In the third quarter, the Nominating Committee:

- Reviews the Nominating Committee guidelines and candidate handbook for necessary updates and changes.
- Reviews and updates the information requested and process for the Call for Nominations.

In the fourth quarter each year:

- The “Call for Nominations,” inviting the submission of possible candidates and advertising the criteria that will be used in the selection process, is disseminated via electronic distribution (email, social media, e-newsletter, SLA Connect, SLA Unit Leadership Community, etc.). Each candidate will submit information about themselves and the desire to serve on the SLA Board of Directors. This will include, but is not limited to, demographic information such as industry sector, and geographic area, and direct responses to questions about skill sets, experiences and areas of expertise. The staff will provide the Nominating Committee with a list of the responses to the Call for Nominations at the end of January.
- At the November Meeting, current Board census and demographic information is presented by SLA President and Executive Director to the Nominating Committee. Gaps related to industry sector, geographic, skill sets, areas of expertise, etc. are identified.
- At the December Meeting, the Nominating Committee meets to review and discuss the list of possible nominees and the information received from the Call for Nominations so far. The Nominating Committee notes the individuals that meet the desired criteria to fulfill the SLA commitment to diversity and inclusion. The Nominating Committee makes outreach to those individuals who have not yet turned in the required Call for Nomination information.

In the 1st quarter of each year:
• At the January Meeting, the Nominating Committee will review all of the potential candidates and then rank potential candidates based on those criteria.
• Between the January and March meetings, the top candidates will be invited to informal conversations to aid decisions on which candidates to put forward for each position, to inform them of the commitments involved in both their candidacy and in holding office and to give them an opportunity to ask any further questions they may have.
• At the March meeting, the Nominating Committee will agree which candidates to put forward for each position on the slate. Following the Meeting, Nominating Committee members:
  • Nominating Committee will call suggested candidates to confirm they will run for office.
  • Ask those that have agreed to run to supply a letter of acceptance and an additional written indication of support from their employer.
  • Review the make-up of the candidates along the way to ensure balance, diversity and inclusion.
  • Candidates should NOT be told the names of their opponents UNTIL the Board ACCEPTS the report of the Nominating Committee.

In the 2nd quarter of each year:
• The names of the nominees and their written acceptances shall be submitted to the SLA Board of Directors no later than April. The Nominating Committee Chair prepares the report with the slate of nominees for the Board of Directors at the April meeting. An information copy should be sent to each member of the Nominating Committee. The Chair will submit with the report the written acceptances of those willing to serve.
• The Board of Directors will accept the report, discuss the recommendation and vote. If the slate of nominees is accepted by the Board, the association staff will contact the nominees regarding biographic information, headshot, Annual Conference schedule, etc. If the slate is not accepted by the Board, it will be referred back to the Nominating Committee with recommendations for review and consideration.
• The SLA Board of Directors shall provide the Nominating Committee a list of desired skill sets and expertise desired, as well as a census of the current Board of Directors that takes into consideration current Director and Officers makeup to ensure a diverse Board composition.
• Following the SLA Board of Directors meeting in April, the Nominating Committee slate of candidates will be announced to the membership at least one month prior to the Annual Business Meeting. Additional nominations may be made by a petition entered by twenty-five (25) voting members. Such petition must be filed with the Association staff officer during the 3-week period prior to the nominations deadline set by the board and must be accompanied by written acceptance of the nominee and other materials required for the process.
• Beginning in April, two Senior Directors (third year) of the SLA Board of Directors begin outreach for potential members for the Nominating Committee for the election to be held in two years. The list of potential Nominating Committee members must be submitted in time to be included in the recommendations for the June SLA Board of Directors meeting.
• The Nominating Committee may meet informally during the Annual Conference to discuss and plan a course of action.
• The Nominating Committee term of office is 12 months, beginning in June with the Board approval of the committee.

C. Confidentiality and Recordkeeping
• All records and correspondence are confidential among Nominating Committee members. The Chair sends to the Association Archives all material no longer considered personal or confidential, or not needed by the Chair-Elect. All other materials, including the files of outgoing members of the Committee, are to be destroyed.

D. Procedures for filling Board Vacancies

Article V – Vacancies, Section 13
(i) In the event of disability or withdrawal of the president, the title and all duties and obligations shall be assumed by the president-elect for the remainder of the term. If this partial term is less than half of a term, the president-elect shall thereafter serve a full term as President.

(ii) Should further succession beyond that of president-elect to the office of president become necessary, the title, duties, and obligations shall be assumed by the most recent past president. A vacancy in the board created by such succession shall be filled as a director for the remainder of the term.

(iii) Any other vacancy occurring on the board may be filled by the Board and Nominating Committee for the remainder of the term by the vote of a majority of the directors then in office.

II. Commitments of Candidates
Because of the considerable personal time and effort necessary, it is imperative that the Nominating Committee obtain convincing evidence of not only the potential candidate’s willingness to serve but also their employer’s willingness to underwrite both the direct and indirect costs of such an effort throughout the term of the office. All questions of possible conflicts of time, commitment, and interest should be resolved before a candidate is chosen. The Nominating Committee responsible for the slate will address the issue of a candidate dropping out, prior to the election, on a case-by-case basis. Candidates should be advised of the specific commitments that are incorporated into the respective office as spelled out in the Association Bylaws.

A. Terms of office are established by the SLA Bylaws:
   Article VI: Officers, Section 6:
The terms of office of president, president-elect and past president of the Association, and of secretary shall be one year or until a successor is elected and assumes office. The terms of office of treasurer and director shall be three years or until a successor is elected and assumes office.

   Article VII: Nomination and Election, Section 2:
The Nominating Committee shall present up to two candidates for President-elect of the Association, and up to eight candidates for the available director positions. Terms for directors shall be staggered and every three years the Nominating Committee shall present up to two candidates for Treasurer.

   Article VII: Nominations and Elections, Section 1:
For each election, the board shall set the date on which newly elected directors and officers shall assume office.

B. Duties and responsibilities of the Officers and Directors may be found in Articles VI, Officers of the Bylaws.
Section 1. The president shall be the chief elected officer of the Association and, subject to the board, shall have general supervision and control over its affairs; shall serve as chair of the board and shall preside at all meetings of the Association and the board; and shall recommend to the board such measures as are considered desirable to further the objectives and broaden the effectiveness of the Association. At the annual business meeting the president shall report for the board on the general state of the Association and shall present for information or consideration any matters of policy or program that the president or the board desire to bring to the attention of the members. The president shall be a member ex officio, without vote, of all Association committees except the nominating committee. No employee of the Association may serve as president.

Section 2. The president-elect shall perform such duties as the president may assign.

Section 3. The treasurer shall perform the usual duties of the office and those assigned by the board, and at the annual business meeting, shall report to the members on the financial status of the Association.

Section 4. The secretary shall perform the usual duties of the office and those assigned by the board.

Section 5. Directors shall perform the duties assigned by the board.

Section 6. The terms of office of president, president-elect and past president of the Association, and of secretary shall be one year or until a successor is elected and assumes office. The terms of office of treasurer and director shall be three years or until a successor is elected and assumes office.

C. Candidates are to be sought on the basis of their potential performance and their availability to:
● Attend all meetings of the Board of Directors during each year of their term of office: two in-person meetings (January/February and usually connected to the Annual Conference) and up-to 10 virtual conference calls.
● Spend time between meetings of the Board on administration of the Association including communications, particularly with Board members and the Executive Director.

D. Travel and Expenses
Official travel and related expenses incurred by the President and President-Elect may be reimbursed under terms of the SLA Travel and Expense Policy. Up to $3,000, per year for US and Canada-based Board members and $4,000 per year for Board members based outside of the United States and Canada, in official travel and/or related expenses incurred by other Board members attending the January and June meetings may be reimbursed under terms of the SLA Travel and Expense Policy. Travel time for the President and the President-Elect can be substantial as they are sometimes called upon to attend and speak at meetings and seminars as representatives of SLA. The cost of alcoholic beverages shall not be reimbursable. Board members are encouraged to seek reimbursement from their employers prior to submitting expenses to SLA for reimbursement.

E. Time necessary to fulfill Association obligations varies. However, estimates by recent incumbents indicate that the President and President-Elect may spend approximately 5-10 hours per week on official Association business during regular work hours and the potential for additional after-hours time.

F. Each member of the SLA Board of Directors assumes duties and responsibilities. Please refer to the SLA Board of Directors position descriptions.

Approved June 2006
Revised October 2017
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Nominating Committee and Staff