



PROCEDURES FOR ELECTION OF 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 Board 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 the name of the county library association's nominee no later than two months prior to the Annual Membership Meeting.

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 candidates, a copy of these "Procedures for Election of Trustees", and a proxy.

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



Article IV. ELECTION OF 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 Board of Trustees at its meeting following the Annual Meeting.

Section 4.03 Each member library is a voting unit having one vote.

Section 4.04 Each member library is represented by its trustees present or by such person(s) present as it may designate by a proxy signed by an officer of the library.

Section 4.05 Nominations for candidates must be made and seconded from the floor by representatives of the county library association of the county which the candidate shall represent.

Section 4.06 Nominations for candidates will only be accepted from representatives of the county library association of the county which the candidate shall represent.

Section 4.07 Candidates will be given the opportunity to introduce themselves and indicate briefly their qualifications and interest in being elected.

Section 4.08 Trustees for all positions to be filled by election shall be elected on one ballot.

Section 4.09 When one candidate is named to fill a vacancy, the Chair of Elections shall declare the nominee to be elected.

Section 4.10 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

² MHLS Bylaws, Article IV, Section 5c