

## INTENT

The Board of Directors shall establish and appoint a Nominations and Elections Committee to oversee and manage the nominations and elections process for officers to the Board of Directors and Division Councils.

## DEFINITIONS

- **Nomination** refers to proposing a candidate for election or appointment to the LAA Board or a Division Council.
- **Election** refers to a selection by vote for a position on the LAA Board or a Divisional Council.
- **The Committee** refers to the Nominations and Elections Committee

## POLICY

This policy outlines the procedures for the Library Association of Alberta (LAA) Nomination and Election Committee in conducting elections to ensure a fair, transparent, and efficient process.

It is expected that LAA members will nominate members or nominate themselves for elected positions. The goal is to have elections rather than appointments for all positions in order to maintain a vibrant association. The LAA Board and Division Councils have a responsibility to ensure that candidates are sought in the event that nominations do not freely come forth from the general membership. Members involved in the nomination process are not eligible to be nominated to a position.

## PROCEDURES

### 1. Identification of Vacant Positions

- The Nomination and Election Committee will begin the election process by identifying all vacant positions on the Board of Directors and any other committee/ division positions requiring election.
- Vacant positions will be determined based on:
  - Expiration of current terms.
  - Resignations or removals.
  - Newly created positions as approved by the Board.
- The Committee will maintain a list of these vacant positions and ensure it is communicated to the membership in a timely manner.

### 2. Notification to Membership

- Once vacant positions are identified, the Committee will notify the LAA membership through official communication channels, including newsletters, emails, social media, and the LAA website.
- The notification will include:
  - A list of vacant positions.
  - Eligibility criteria for candidates.
  - Nomination timelines and procedures.

### 3. Nomination Process



## NOMINATIONS AND ELECTIONS

- The Committee will establish a clear nomination process, allowing members to submit their nominations for vacant positions.
- Nominations can be submitted by:
  - Self-nomination.
  - Nomination by another member, with the nominee's consent.

### 4. Candidate Vetting

- The Committee will review all nominations to ensure candidates meet the eligibility criteria and are members in good standing with the LAA.
- Candidates will be informed of their eligibility status.

### 5. Election Procedures

- The Committee will create a members only election process and communicate this to the membership.
- Voting will be conducted in a manner that ensures confidentiality and integrity, utilizing secure methods for collecting and counting votes.

### 6. Announcement of Results

- After the election, the Committee will promptly notify both successful and unsuccessful nominees of the election results. Successful candidates will be informed of the next steps and expectations for their new roles.
- The results will be formally announced to the membership during the Annual General Meeting (AGM), including the names of the elected candidates and the positions they will hold.

### 7. Record Keeping

- The Committee will maintain accurate records of the nomination and election process, including nominations received, voting results, and any correspondence related to the elections for nomination and onboarding processes

### RESPONSIBILITY AND ACCOUNTABILITY

This policy will be reviewed periodically by the Nomination and Election Committee to ensure it remains effective and relevant. Any amendments will be presented to the LAA Board for approval.

### REVIEW HISTORY

### RELATED DOCUMENTS:

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