

**POLICIES HANDBOOK:
NOMINATIONS, ELECTIONS & VOTING COMMITTEE**

SCOPE OF RESPONSIBILITIES

The Committee is responsible for finding a minimum of two NDLA members to run for each of the NDLA offices of president-elect, secretary, and treasurer. In years when the terms of representatives of affiliated organizations are up, the Committee will find a minimum of two NDLA members to run for those offices (this includes ALA and MPLA). The Committee is responsible for contacting all section and roundtable chairs who then provide a list of their candidates with at least one name per office. Additionally, the committee is responsible for electronic ballots and votes of the general membership.

The Committee is responsible for supplying information on all candidates to the editor of *The Good Stuff* for inclusion in the pre-conference issue. The Committee is subsequently responsible for the production of the official ballot, which is then distributed to the NDLA membership at least thirty days prior to the annual conference.

Finally, the Committee is responsible for tallying the votes and reporting the results to the NDLA Executive Board, to the candidates, and announcing the new officers and results of general membership questions at the first general session of the annual conference.

MEMBERSHIP

The President appoints a chair and three other members to the Committee, one of which will serve as the electronic voting administrator. Traditionally, the President serves as an additional member.

PROCEDURES

Committee members discuss possible candidates for the offices of president-elect, secretary, and treasurer and contact these individuals about their willingness to run. Candidates who have agreed to run are asked to provide a biographical sketch, which includes current position, education, professional development, a vision statement, and a picture. This information appears in the pre-conference issue of *The Good Stuff*. The Committee ensures that all candidates are members of NDLA.

The electronic voting administrator works with other members of NDLA to prepare ballots for general membership questions and surveys.

In the years when a representative to MPLA and/or ALA is to be elected, the committee considers names only of persons who are both NDLA members and members of the particular affiliated organization. In the case of the ALA Councilor, it has been a long-standing tradition to first contact individuals who have previously served as NDLA President. MPLA and ALA candidates are also asked to provide biographical information and a photo.

The Committee contacts chairs of sections and roundtables to provide names of at least one, and preferably two, NDLA members for each of their offices. Section and roundtable candidates provide the following information: current position, education, and professional development. The Committee submits information on all the candidates to the editor of *The Good Stuff* for the pre-conference issue.

The Committee prepares the ballots. The Membership Committee chair furnishes delivery information indicating the membership in sections and roundtables. The Membership chair also provides the total number of NDLA members broken down by section and roundtable. All Active and Student NDLA members as of June 30th will receive the ballots for the president-elect, secretary, treasurer, and MPLA and ALA and general membership questions. In the case of section and roundtable elections, members receive appropriate ballots.

The electronic voting administrator will organize distribution at least 30 days prior to the annual conference, with the ballots to be returned by a given deadline to the Nominations and Elections Committee chair (at least two weeks before the annual conference is suggested as a return date). Distribution should be clearly identified as “ballots”.

Committee members are responsible for counting the ballots. The ballots are confidential. The Executive Board validates election results prior to notifying candidates and, in disputes regarding elections, serves as the final arbiter. Committee members will notify the candidates for president-elect, secretary, treasurer, and ALA and MPLA of election results. Section and roundtable chairs will be asked to notify their particular candidates.

REPORTS

The Nominations and Elections Committee chair provides a written report to the Executive Board at regular board meetings and to membership at the annual conference. The Committee chair or other Committee member should be present at the first general session of the annual conference to introduce the new officers. List of new officers will be printed in the post conference issue of *The Good Stuff* and noted on the NDLA web page.

BUDGET

The Finance Committee will solicit a budget request from the chair. Provision may be made for travel to Executive Board meetings, copying, postage, and supplies for the committee.

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the “Request for Personal Reimbursement” form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee’s budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a “Request for Third Party (Vendor) Payment” form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

CHRONOLOGICAL GUIDELINES

September

The NDLA President forms a four-member committee and designates a chair.

October

Prepare a budget at the request of the Finance Committee.

January

Read the Nominations and Elections Policies Handbook as well as NDLA Constitution and Bylaws.

Send letter to section and roundtable chairs reminding them to look for candidates.

Get same message into *The Good Stuff* encouraging NDLA members to consider running for office.

Print NDLA membership list; meet and compile potential names for:

- President-Elect.
- Secretary.
- Treasurer.
- (ALA Councilor and/or MPLA representative if needed.)

Prepare candidate information form asking for current position, education, and professional development.

February

Seek candidates for the three Executive Board offices.

- Be sure candidates are NDLA members.
- Ask candidates if they would like a copy of the policies handbook for a particular office.
- Provide candidate information form that also asks for vision statement and for a photo.

Remind section/roundtable chairs that if they have not heard from their nominating committees, to make contact.

March

Review lists for all offices.

Make sure all forms are in for section/roundtable candidates.

Double-check to be sure all candidates are NDLA members and, if not, contact them requesting they join.

Provide NDLA Executive Board with a list of all candidates for its official approval.

Submit report to Executive Board of committee activities.

April

Remind candidates for three NDLA Executive Board and ALA and MPLA offices to get their candidate forms and photos in before the June issue of the Good Stuff.

May

Meet the deadline for the June issue of *The Good Stuff* by turning in names of all candidates.

June

Prepare biographical sketches of all candidates (and photos of three Executive Board and ALA and MPLA candidates) ready by the deadline for the pre-conference issue of *The Good Stuff*.

July

Prepare ballots to distribute.

Contact NDLA Membership chair for delivery information broken down by section and roundtable membership.

Distribution is clearly identified as “ballots”.

August

Confirm that ballots are distributed at least 30 days prior to conference.

Keep track of total number of ballots distributed and returned.

September

Arrange for counting of ballots by Nominations and Elections Committee.

Check status of membership should persons report not receiving ballots – associate, institutional and honorary members of NDLA do not vote. Associate members of the New Members Roundtable do not vote for NMRT officers. (NDLA Bylaws, Article I, Section B-D; NRMT Bylaws Article III, Section 2).

Tally votes for the Executive Board by showing total number of votes cast for each candidate.

Ask for validation by NDLA Executive Board of election results, contacting NDLA President to do so by e-mail.

Notify candidates of election results, asking section and roundtable chairs to notify their candidates.

Update policies handbook if needed.

Submit annual report to Executive Board/Membership: including number of ballots distributed, number returned, and percent of return for all elections.

Introduce new officers at conference's first general session.

Transfer all records to new committee chair.

December

See that the list of new officers gets to the post conference issue of *The Good Stuff* as well as to the NDLA web page.

Approved by the NDLA Executive Board: September 2000

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