Selection of Nominating Committee
In January of each year, the Officers select one of the other Board members to chair the Nominating Committee. The Nominating Committee Chair solicits names of other possible committee members from other board members and by asking for volunteers via the ALI listserv. The Committee Chair submits the list of names recommended for the committee to the Officers by the end of February for approval.

The By-laws require that the Committee be composed of “two representing state-funded member libraries, two representing privately-funded member libraries and one representing the library of an Ivy Tech State College campus or Vincennes University.” Representatives from institutions of different sizes and locations in the state may be other factors in considering the committee make-up.

Meeting of the Nominating Committee
The nominating committee may conduct its business by phone, email, or in-person. Most of the business of the nominating committee can be accomplished with one conference call with follow-up email messages.

Term Limits
The Bylaws state that the term of office is one year. While individuals can serve consecutive years in the same office, the Nominating Committee should consider the desirability for change which would allow broader involvement from others as well as considering the need for continuity.

Selection of Slate of Officers
All Board members, except for the At-Large member, are eligible for an office. Prior to the first meeting of the Nominating Committee, the Committee Chair will survey all Board members to determine the willingness of each to be considered for nomination to an office.

It is recommended that the Committee nominate only one person for each office, although there can be nominations from the floor.

The nominating committee should also consider other factors such as diversity in the type of institution and, as possible, geographic diversity.

Selection of Slate for Member-At-Large
It is recommended that the Committee nominate three people for this position. Nominees should represent members from a variety of types of institutions and geographic diversity. Members of the nominating committee are eligible for nomination for the at-large position.
**Notification of Slate**
The Bylaws require that the proposed slate must be sent to the membership at least 15 days prior to the Annual Meeting. The Nominating Committee Chair will send the slate to the members via U.S. mail or electronically at least 15 days before the annual meeting of members (Bylaws, Article III, Section 3.9). (A sample notification is attached to this document.)

**Proxy Votes**
Prior to the Annual Meeting, the Nominating Committee Chair will also inform members that they can vote in person or by proxy according to Article II, Section 2.9 of the Bylaws. Members may appoint either a person from their library staff or another ALI member as proxy. Those wishing to designate someone as proxy should complete a proxy form (attached to the message from the ALI Chair) and send it to the ALI Secretary. (A copy of the proxy form is attached to this document.)

**Election**
At the Annual Meeting, the Chair of the Nominating Committee will introduce the slate. The ALI Chair presides in the election, asking for nominations from the floor, taking the vote, and announcing the results.

The ballots should have a space to add nominations from the floor and space to indicate if it is a proxy vote.

The practice is for the term of office to begin immediately after the Annual Meeting.

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**Approved by the Board**
4/28/05
Revised and approved
2/10/08
Notification of Slate (Sent to membership by Nominating Committee Chair)

At the full membership meeting on (date) we will be electing the at-large member to the Board of Directors and officers for (year). The Nominating Committee has prepared the slate below. Our by-laws require the slate to be conveyed to the membership electronically or otherwise 15 days prior to the annual meeting. This e-mail fulfills that requirement. Nominations may also be made from the floor at the meeting.

The candidates are as follows:
Chair
Vice Chair
Secretary
Treasurer

At-Large Member (One will be elected)

* 
* 
* 

Members of the Nominating Committee were:

If you have any questions about the election, please feel free to contact ____________, chair, Nominating Committee at (email address).

Proxy Voting Form (sent to membership by the Nominating Committee Chair)

ALI members can vote in person or by proxy according to Article II (Meeting of Members) Section 2.9 (Voting by proxy) of the Bylaws. You may appoint either a person from your library staff or another ALI member as your proxy. If you wish to designate someone as your proxy, please print this form, complete the information and send it to ____________chair, ALI Nominating Committee. You may send it via fax, e-mail or US mail, but we must have this form on file for a vote by proxy to be valid. Thank you for your participation. If you have any questions, please feel free to contact me (the chair of the Nominating Committee) directly.

Date:
Name:
Signature (if not sending by email):
Library:

Name of proxy:
Library of proxy:

Send to ____________via fax, US mail or electronic mail.
email:
Fax:
Address:
ALI ELECTION
Officers and At-Large Member
(date)

Vote for one person for each office:

**Chair**
____ name - institution
____ ________________________________

**Vice Chair**
____ name - institution
____ ________________________________

**Secretary**
____ name - institution
____ ________________________________

**Treasurer**
____ name - institution
____ ________________________________

**At-Large Member:** Vote for one:

____ name - institution
____ name - institution
____ name - institution
____ name - institution

____ ________________________________

Check here if this is a proxy vote. _____

**Nominating Committee Members:**