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Standard Operating Procedures: Nominating Committee

It is important for the committee to work collaboratively with other members and stakeholders of the Friends of the Library to ensure a fair and transparent nomination process that benefits the organization's mission and goals.

PURPOSE & SCOPE

- **Identify Candidates:** The primary responsibility of the nominating committee is to identify potential candidates to serve on the Friend's board. This involves seeking out individuals who have demonstrated commitment to the library's mission and have the skills and expertise necessary to contribute effectively.
- **Candidate Evaluation:** The committee evaluates potential candidates based on specific criteria, such as their knowledge of library services, community involvement, leadership abilities, and willingness to dedicate time and effort to the organization.
- **Nominating Process:** The committee oversees the entire nominating process, which may include soliciting nominations from members, accepting self-nominations, and conducting interviews with potential candidates.
- **Confidentiality:** The committee ensures the confidentiality of candidate information and discussions during the evaluation and selection process to maintain fairness and objectivity.
- **Nomination Recommendations:** Based on their evaluations, the nominating committee makes recommendations for specific positions within the Friends of the Library organization. These recommendations are then presented to the general membership for approval.
- **Communication:** The committee communicates its nominations and recommendations to the organization's members in a clear and transparent manner, providing information on the candidate's qualifications and reasons for their selection.

- Term Expirations: The committee takes into account the expiration of terms for existing board members and identifies suitable candidates to fill upcoming vacancies.
- Diversity and Inclusivity: The committee aims to ensure diversity and inclusivity within the leadership team by seeking candidates from different backgrounds, experiences, and perspectives.
- Compliance and Bylaws: The committee ensures that the nomination process aligns with the organization's bylaws and any applicable laws or regulations.
- Succession Planning: The committee may be involved in long-term planning to identify and develop potential future leaders for the organization.
- Record Keeping: Maintain comprehensive records of the nominating committee's activities, including meeting minutes, candidate applications, and relevant communications.
- Conflict of Interest Policy: Ensure that any conflicts of interest of Committee members are disclosed and appropriately managed during the nomination process.

TIMELINE & DUTIES

Committee Formation - August:

- The President will identify the appropriate individuals to serve on nominating committee based on involvement and attendance at Friends meetings & events.
- The committee shall consist of no less than 3 members and no more than 5.
- The members of the committee will self-appoint a committee chair who is responsible for leading meetings and facilitating the nomination process.
- The committee shall determine when and how many meetings are necessary to fulfill their role and select candidates for the Endorsed Slate.

Nominating Procedures - September:

- The committee shall write a Call for Candidates to be included in the September and October Friends and Library newsletters.
- The committee shall update the Candidate Interest Form and have the library liaison make it available on the Friends page of the website.

Candidate Interview and Selection - October:

- The committee will receive Candidate Interest forms via email to the Friends gmail account or paper submission to the designated mailbox within the library.
- The committee will schedule candidate interviews if necessary, providing all committee members with an opportunity to participate.

- The committee will conduct a thorough evaluation of each candidate and collectively decide on the final nominees for each position.

Endorsed Slate - November:

- The committee will prepare an Endorsed Slate and make it available on the website no less than 2 weeks prior to the November board meeting and election.
- If deemed necessary, the committee will contact endorsed and non-endorsed candidates with their status prior to the publication of the Slate.
- The Endorsed Slate will also be included in the November meeting announcement sent to all members.

Review and Improvement - December:

- Regularly review the nominating committee's procedures and seek feedback from committee members and stakeholders to identify areas for improvement.
- Update the SOP as needed to enhance the effectiveness and fairness of the nominating process.

Board Positions (as of 8/19/2023)

President

Vice President

Treasurer

Secretary

Public Relations

Book Sale Chair

Advocacy Co-Chairs

Membership Co-Chairs