<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Obtain approval of committee appointments, prepare committee roster</td>
</tr>
<tr>
<td>December/January</td>
<td>Gather chronology notes, Send chronology notes and candidate criteria to Committee Members Send candidate criteria to SO-CHAP list (and Southern Expressions, if schedule matches)</td>
</tr>
<tr>
<td>January - February</td>
<td>Gather suggestions from Committee and membership</td>
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<tr>
<td>March</td>
<td>Call candidates to see if willing to run</td>
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<td></td>
<td>Ensure candidates are current members of the chapter and/or MLA as appropriate</td>
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<tr>
<td></td>
<td>Ensure candidates are aware of the position duties and responsibilities</td>
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<td></td>
<td>Ensure candidates are aware when they take office, i.e., all candidates, except MLA elected positions, take office following the chapter’s Business Meeting at the Annual Meeting. Chapter Council Representative and Representative Alternate, take office following the MLA Annual Meeting. MLA Nominating Committee Candidate’s name on the MLA Ballot, if elected the terms of office coincides with MLA’s association year.</td>
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<tr>
<td>March 15</td>
<td>Round one - Committee ranks</td>
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<tr>
<td>March/April</td>
<td>Continue ranking and paring names</td>
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<tr>
<td>April/May</td>
<td>Prepare Slate for Exec Board at MLA Annual Meeting</td>
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<tr>
<td>June</td>
<td>Request biographical sketches from candidates</td>
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<td>Send samples to candidates and Secretary/Treasurer</td>
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<tr>
<td>July</td>
<td>Biographical Sketches due to Secretary/Treasurer</td>
</tr>
<tr>
<td>August</td>
<td>Ballots (Must go out 9 weeks before meeting)</td>
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<tr>
<td>September</td>
<td>Ballots returned. Secretary counts and sends count to Chair, Nominating Committee</td>
</tr>
<tr>
<td>October</td>
<td>Report to Executive Board and Membership at annual meeting</td>
</tr>
<tr>
<td></td>
<td>Announce election results using chapter listserv</td>
</tr>
<tr>
<td>September</td>
<td>Thank you letters to committee members (AHIP documentation)</td>
</tr>
<tr>
<td>November</td>
<td>Update Nominating Committee Manual and send to next Chair Send material to Archives</td>
</tr>
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</table>
SC/MLA Nominating Committee Factsheet (Revised 9/2018)

**Purpose**
The purpose of the nominating committee is to prepare annually, with exceptions noted below, a slate of officers for:

- Program Chair-Elect
- Secretary
- MLA Nominating Committee Candidate
- Chapter Council Representative
- Chapter Council Representative Alternate

The term for Secretary is three (3) years. The Nominating Committee slate will contain this slot every other year. Every three (3) years, the committee nominates one person each for the office of Chapter Council Representative and Alternate Chapter Council Representative to MLA.

Presently, the Nominating Committee prepares a single slate.

**Structure**
The nominating committee is chaired by the immediate Past-Chair of the Southern Chapter. The Committee Chair, with the advice of the Executive Committee, appoints four (4) chapter members to serve on the committee. Committee membership should be representative of the chapter membership to the extent possible, with members from several different states and types of libraries.

The Committee Chair is a non-voting member.

The Chair-Elect/Program Chair is an ex-officio member of the Nominating Committee.

Committee chair should ensure the chapter’s website is updated.

**Specific Duties and Time Frames**
The committee will be appointed at least nine (9) months prior to the annual meeting (January 1). The slate is submitted to the Executive Committee. Since the ballots are to be distributed no later than nine (9) weeks prior to the annual meeting, the committee should be through with its work, if possible, before the Annual MLA meeting.

The Committee will assure that the biographical data for the candidates is submitted to the Secretary for distribution with the ballots. Ballots are returned to the Secretary who certifies the results.

**Selection Guidelines**
The chair of the nominating committee will ask for suggestions from the committee members and membership (perhaps three for each opening). Chair sends Chronology Notes with names of past officers plus candidate criteria to the committee members.

The suggestions are then distributed to the committee members along with information about the chapter activities of those suggested. The list is ranked and pared until the nominees are decided upon.

The chair of the committee communicates the results with the Chapter Chair for approval and calls each nominee asking if they will serve if elected. If no problems are encountered, Chair of the Committee will submit the results to the Executive Committee by the MLA annual meeting.

The MLA Nominating Committee candidate and the Chapter Council Representative and Alternate are MLA elected positions. Individuals who hold an MLA elected office at the time of nomination may not be nominated for any of these positions unless they give up their currently held MLA elected office.

Chapter Council Representative and Alternate positions take office at the close of the MLA Annual meeting.

See candidate criteria and relevant sections of the bylaws.

**Archives Guidelines:** Keep the current year's records plus three years back. Send back files to Archives.

**Southern Chapter/MLA Officer Candidate Guidelines**
The following guidelines should be considered when nominating persons for Southern Chapter officers:

- All candidates shall be regular members of MLA and current members of the Southern Chapter/MLA.
- The candidates shall be considered on the basis of achieving at least two of the criteria as described for each office.
- Please see the [Bylaws](#) for additional information.
PROGRAM CHAIR-ELECT
1. Member of SC/MLA (or another MLA Chapter) for a minimum of five years.
2. Attendance at a minimum of three SC (or another MLA Chapter) meeting in the last five years.
3. Attendance at a minimum of one MLA meeting in the last three years.
4. Experience of chairing a SC (or another MLA Chapter) committee or the experience of serving on a minimum of two SC (or another MLA Chapter) committees.
5. Institutional support for attending SC and MLA meetings during the term of office (includes year as Program Chair Elect, year as Chair, and year as Immediate-Past Chair).
6. Demonstrated leadership qualities (e.g., has served other organizations in positions of leadership).

SECRETARY
1. Member of SC/MLA (or another MLA Chapter) for a minimum of three years.
2. Attendance at a minimum of two SC (or another MLA Chapter) meetings in the last three years.
3. Experience of serving on a SC (or another MLA Chapter) committee for a minimum of one year.
4. Institutional support for attending SC and MLA meetings during term of office.
5. Demonstrated organizational skills (e.g., has served other organizations or committees as secretary or has demonstrated organizational skills in other ways).

MLA NOMINATING COMMITTEE POTENTIAL CANDIDATE
1. Regular/institutional member of MLA for a minimum of seven years.
2. Experience of at least three of the following desirable:
   - Chairing an MLA committee/section
   - Serving on a minimum of three MLA committees
   - Serving as an officer or board member of MLA
   - Serving in some other appointed/elected MLA position
3. Distinguished member of the MLA Academy or comparable recognition.
4. No tenure as an MLA Nominating Committee member within the past five years (as per the MLA Bylaws).

CHAPTER COUNCIL REPRESENTATIVE AND ALTERNATE
1. Attendance at a minimum of two SC (or another MLA Chapter) meetings in the last three years.
2. Experience of serving on the SC Executive Committee for a minimum of one year.
3. Experience of serving on a minimum of one MLA committee
4. Member of the MLA Academy
5. Demonstrated communication skills
6. Institutional support (monetary and time) to attend meetings of MLA and Southern Chapter (SC pays a portion of the MLA meeting expenses, but not all).