The below timeline serves as a guide for the committee, which may change based on the annual meeting date.

### Yearly Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
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<tbody>
<tr>
<td>November</td>
<td>Obtain approval of committee appointments and prepare the committee roster</td>
</tr>
<tr>
<td>December/January</td>
<td>Gather chronology notes</td>
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<td></td>
<td>Send chronology notes and candidate criteria to committee members</td>
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<td></td>
<td>Send candidate criteria to SC/MLA list-serv (and Southern Expressions, if the schedule matches)</td>
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<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 they are 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's 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.</td>
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<tr>
<td></td>
<td>Chapter Council Representative and Representative Alternate take office following the MLA Annual Meeting.</td>
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<td></td>
<td>MLA Nominating Committee Candidate's name on the MLA Ballot; if elected, the terms of office coincide with MLA's association year.</td>
</tr>
<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>Share the Nominating Slate with the Executive Board</td>
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<tr>
<td>June</td>
<td>Request biographical sketches from candidates</td>
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<td></td>
<td>Send samples to candidates and the Secretary</td>
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<tr>
<td>July</td>
<td>Biographical Sketches due to the Secretary</td>
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<tr>
<td>August</td>
<td>Ballots (Must go out 9 weeks before meeting)</td>
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<tr>
<td>September</td>
<td>Ballots are returned, and the Secretary counts and sends the results to the Chair of the Nominating Committee</td>
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<tr>
<td>October</td>
<td>Report to Executive Board and Membership at the annual meeting</td>
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<tr>
<td></td>
<td>Announce election results using the Chapter listserv</td>
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<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 the next Chair</td>
</tr>
<tr>
<td></td>
<td>Send material to Archives</td>
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</tbody>
</table>
SC/MLA Nominating Committee Factsheet

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

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

The term for Secretary and Treasurer 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 immediate Past-Chair of the Southern Chapter chairs the nominating committee. The Committee Chair, with the advice of the Executive Board, 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. The committee chair should ensure that 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 shared with the Executive Board before or during the Annual MLA Meeting. Since the ballots are to be distributed no later than nine (9) weeks before the annual meeting, the committee should be through with its work, if possible, before the Annual MLA meeting.

The Committee will ensure that the candidates' biographical data 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). The Chair sends Chronology Notes with past officers' names and 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 committee decides the final nominees.

The committee Chair communicates the results with the Chapter Chair for approval and contacts each nominee, asking if they will serve if elected. If no problems are encountered, the 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 based on achieving at least two criteria for the respective office.
- Please see the Bylaws for additional information.

**Minimum Candidate Requirements**

**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) meetings in the last five years.
3. Attendance at a minimum of one MLA meeting in the last three years.
4. Experience in chairing an SC (or another MLA Chapter) committee or the experience 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 a 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 leadership positions).

**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 serving on an SC (or another MLA Chapter) committee for a minimum of one year.
4. Institutional support for attending SC and MLA meetings during the 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).

**TREASURER**

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 serving on an 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:
   a. Chairing an MLA committee/section
   b. Serving on a minimum of three MLA committees
   c. Serving as an officer or board member of MLA
   d. 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 serving on the SC Executive Committee for a minimum of one year.
3. Experience in 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).

Sample Emails

Below are sample emails that may be used to gather nominations and respond to candidates after the election.

Call for Nominees

Dear Colleagues,

We want to invite you to send nominations for the following offices of the Southern Chapter of the Medical Library Association (SC/MLA):

- List appropriate offices

The parameters for each office are included in the SC/MLA Nominating Committee Manual located on the Committee Manuals site. Please send the nominee's name, job title, organization, contact details, and any other information you feel is important for the Nominating Committee to know. Thank you.

Sincerely yours,

____________, Chair
Nominating Committee
Southern Chapter of the Medical Library Association
Letter to Nominees After Election

Elected
Dear ____________,
Congratulations on being elected as the _________ for the Southern Chapter of the Medical Library Association. We are pleased to have you join the Executive Committee and look forward to working with you.
Sincerely yours,

___________, Chair
Nominating Committee
Southern Chapter of the Medical Library Association

Not Elected
Dear ____________,
Thank you for running for the office of _________ in our recent Southern Chapter of the Medical Library Association election. Although you were not elected to office this year, we appreciate your effort and hope you will consider running again. Thank you.
Sincerely yours,

___________, Chair
Nominating Committee
Southern Chapter of the Medical Library Association