

**TEMPLE UNIVERSITY LIBRARIES  
ACADEMIC ASSEMBLY OF LIBRARIANS**

**NOMINATIONS AND ELECTIONS COMMITTEE  
POLICIES AND PROCEDURES**

**PURPOSE**

1. To nominate candidates for elective office.
  2. To distribute reports of nominations at least three weeks prior to an election.
  3. To conduct the elections.
  4. To make reports to the Steering Committee.
- [Authority: Bylaws of the Academic Assembly of Librarians, section IIIB 1, 2, and 6, amended as of 2005]

**MEMBERSHIP**

The Committee consists of two librarians serving overlapping two year terms who are elected at the May meeting of the Assembly. [Authority: Bylaws, Section IIIB6] All members of the Academic Assembly are eligible for membership. [Authority: No section of the Bylaws specifies any limitations on membership.]

**MEETINGS**

The Committee meets irregularly as the need arises, primarily to prepare for the election in May.

**ORGANIZATION**

The Chairperson is usually the person with the greatest length of service on the Committee. If both members were elected at the same time, the person elected for the two year term will serve as the Chairperson.

The Chairperson is responsible for convening meetings, initiating the nomination and election process, reporting election results to the AAL Chairperson, and providing a written report to the AAL Chairperson.

**NOMINATION PROCEDURES**

1. In March the Chair of the Nominations and Elections Committee consults with the chair of the AAL to verify which positions are to be filled by election and who will continue on the affected committees. Vacancies on committees of more than six months duration will be filled by a special election at the request of the AAL Chairperson.
2. The Committee meets to review elected positions to be filled and to select nominees. The Committee should consider the following factors among others when nominating candidates: qualifications and experience, balance between those who have previously served on AAL

committees and those who have not, and the importance of the nomination to an individual's career. The Committee members contact AAL members to obtain their agreement to appear on the ballot.

3. In addition to nominations made by the Committee, AAL members may enter names on the ballot by petition before the election or by nomination from the floor at the election meeting.

4. When nominations are complete, and at least three weeks before each election, the Committee sends out the report of its nominations to AAL members via the AAL listserv, together with the deadline for submitting nominations by petition.

5. Any nominees by petition are added to the slate and a ballot is prepared. Copies are sent to AAL members at least a week before the elections. Ballots are distributed via the AAL listserv.

6. Nominations from the floor: see paragraph 1 in the Elections section below.

## **ELECTIONS**

Elections are conducted at General Assembly meetings by members of the Nominations and Elections Committee. They are by secret ballot. Elective positions are filled by plurality vote. Voting is usually scheduled towards the beginning of the agenda of the Assembly meeting to allow for counting, any necessary re-balloting, and the announcement of results before the end of the meeting.

1. The Chairperson of the Nominations and Elections Committee formally presents the nominations to the Assembly. Copies of the ballot are handed out if needed. The Chairperson asks for any additional nominations from the floor. Such nominations must be seconded and have the agreement of the nominee.

2. Eligible Assembly members mark and fold their ballots and pass them to the ballot counters. Ballot counters are usually members of the Committee. A committee member may choose to be replaced as a ballot counter if he or she is running for election.

3. The ballots collected at the meeting plus absentee ballots received are counted. The count is recorded on a blank copy of the ballot which is then signed and dated by the ballot counters.

4. The ballot counters show the results to the Chair of the Academic Assembly upon completion of the count. The names of the winners and of any persons tying for a winning position are announced.

5. If there is a tie, a second election for that position is conducted immediately. Its result is shown to the Chair of the Academic Assembly and then announced to the membership.

6. The Nominations and Elections Committee announces via the AAL listserv the names of those elected. This message doubles as the formal notification of the Committee to the AAL Chairperson and is retained for the AAL's files.

## **FILES**

The official count of elections is forwarded to the AAL Chairperson after all AAL members are notified of the election results. Nominating reports, ballots, and annual reports are kept for three years. Memos about the business of the Committee, the marked ballots, and other ephemeral materials need not be kept longer than the current fiscal year. Minutes of meetings are not taken.

[April, 1995; March 2002; November 2005]