

5. Ensure that the events in Section V. E. (Calendar of Activities) within this chapter are completed on time.

B. Secretary

While not an official position, it is helpful for the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.

3. Length of Term for Office

GODORT Chair (three-year commitment, including one year as Assistant Chair/Chair-Elect; one year as Chair; and one year as Immediate Past-Chair)

GODORT Councilor (three years)

Treasurer (two years)

Secretary (one year)

Bylaws and Organization Coordinator (two years)

Publications Committee Chair (three-year commitment, including one year as Chair-Elect, one year as Chair, and one year as Immediate Past Chair)

B. Overview of Elected Officers: GODORT Officers

1. Only personal members may be officers of GODORT. Personal members who wish to run for elective office must complete the appropriate ALA form linked from the GODORT Wiki. Statements are required of candidates running for the following offices:

GODORT Councilor (ALA Council)

GODORT Assistant Chair/Chair-Elect

Secretary

Treasurer

Bylaws and Organization Coordinator

Publications Committee Chair/Chair-Elect

2. The Assistant Chair/Chair-Elect becomes the Chair of GODORT at the beginning of the new business portion of the Steering Committee meeting during the Annual Conference. [*Bylaws*, Article IV, Section 2] The Assistant Chair/Chair-Elect of the Publication Committee becomes the Committee Chair at the beginning of the new business portion of the Steering Committee during the Annual Conference. All other

Nominating Committee

A vacancy among Steering Committee members shall be filled for the remainder of

9. At the Midwinter Meeting, the Nominating Committee shall hold two meetings to consider recommendations regarding potential candidates for GODORT offices. The first meeting will be held early in the conference and the second at the end of the conference but prior to the Steering Committee meeting. Between the two meetings, a list of candidates for all elective offices in priority order should be finalized. Each candidate's willingness to run must be confirmed. The Nominating Committee Chair will present the slate during the membership meeting.
10. Following the Midwinter Meeting, the Nominating Committee Chair will send each candidate a formal confirmation of his/her candidacy.
- 11.

5. Prior to approval by the Steering Committee, the names of candidates or prospective candidates are confidential and available only to the Nominating Committee and the GODORT Chair.

Immediate Past Committee Chair:

Make sure the ALA Election form for GODORT elected offices is up to date and reflects all offices up for election in the following year. (As of 12/2012, the form is located at: <https://www.alavote.org/Nomination/Login/Login.aspx?e=120>.)

Forwards files to the incoming Chair.

Nominating Committee:

With the help of GODORT Web Manager revise the nomination form for ALA's Depository Library Council endorsement (located on the ALA GODORT webpage) to reflect new contact information.

With the help of the GODORT Web Manager revise the volunteer form for members interested in appointment as committee members or liaisons.

Send the Committee's report/minutes to *DttP* and the GODORT Web Administrator. This includes a list of successful candidates. Begin the call for DLC nominees and candidates for GODORT offices.

Depending on the *DttP* schedule, it may be time to also send to *DttP* and the GODORT Web Administrator the call and forms for DLC nominees and Election nominations. The deadline for the Fall issue is typically in June or July.

Look for the current year's ALA election schedule to ensure the committee stays on schedule (As of 12/2012, the schedule is linked from: <http://www.ala.org/aboutala/governance/alaelection>)

August

In order to make current election materials available online before candidates are sought, the Nominating Committee Chair should initiate contact with GODORT's ALA Staff Liaison in order to ensure that current balloting/election materials are correct.

Begin to solicit DLC nominations.

September to December

Through publicity and direct personal communication, persuade members to submit their names to be nominated for the DLC and to run for GODORT offices. Finalize the lists of candidates for these positions.

September

Send messages advertising the GODORT Depository Library Council nominating procedure to ALA for publication on the Web.

Send messages advertising the GODORT DLC nominating procedure to various email lists.

Be sure all attendance sheets for GODORT meetings have been received from each committee, task force, or other group. Contact the GODORT Secretary to obtain any that may have been forwarded to him/her. Use these sheets to identify and contact individuals who are interested in serving. When you have completed this task, forward these sheets to the GODORT Chair and Assistant Chair/Chair-Elect.

October

Post an announcement at the October Depository Library Council meeting containing information about GODORT nominations to DLC and elected positions and the URL for the application forms.

Acquire a current copy of the GODORT membership list from the GODORT Membership Committee or GODORT's ALA Staff Liaison.

E-mail a list of the candidates' names and ALA membership numbers to GODORT's ALA Staff Liaison and the GODORT Chair

Review the draft ballot from GODORT's ALA Staff Liaison and return it by the due date to for transmission to ALA Headquarters.

March

The ALA election begins.

May

Receive the election results.

Notify each candidate of his/her success/lack of success in the election. Include the special Welcome notice to new Nominating Committee members.

Submit the list of winners to the GODORT Community on ALA Connect, appropriate email lists, *DttP*, and the GODORT Web Administrator.

June/July (before the Annual Conference)

Make a list of offices that need to be filled.

Send a draft agenda to current and future Nominating Committee members and ask them to suggest additional items.

Prepare the announcement containing the URL for the Nominating Committee's online nomination and volunteer forms.

June/July (at Annual Conference)

Outgoing Chair:

At the first Steering Committee meeting and the GODORT Membership meeting, distribute a written report of the election results.

Nominating Committee:

Distribute forms to Nominating Committee members for revision.

Verify the vacancies to be filled in the next election. (Remember that the Treasurer is elected in odd-numbered years, and the GODORT Councilor is elected for a three-year term. The term for all other offices is one year.)

The Nominating Committee Chair shall make each Committee member responsible for identifying DLC nominees and also potential officers/members of particular committees.

At task force and committee meetings, announce the beginning of the nominations process in the fall.

At the Steering Committee meeting, the Nominating Committee Chair shall encourage other Steering Committee members to start thinking about nominations for next year.

VI. Sample Correspondence (see Appendix I: Nominating Committee Letter Templates)

VII. Nominating Committee Forms

The following forms and information are linked from the Committee's wiki page:

<http://wikis.ala.org/godort/index.php/Nominating>

and maintained on the ALA GODORT website:

<http://www.ala.org/godort/godortcommittees/godortnominating/>

Depository Library Council Nomination Form

GODORT Elected Office

GODORT Volunteer Form (for appointed positions and liaisons)