

MVLS Policy Manual



Section 1 – Governance Policies 1.1

Trustee Nomination and Election Policy

The purpose of this plan is to outline the procedures to be followed in nominating and electing candidates to serve as trustees of the Mohawk Valley Library System. These procedures shall follow the requirements set forth in NYS Education Law section 255 and the MVLS Bylaws. This policy specifically addresses the procedures for filling terms set to expire at the end of the current calendar year. Filling trustee seats made vacant between the normal end dates for terms is accomplished according to the bylaws Article III Section 4.

1. The Nominating Committee and its Advisory Body
 - a. The Nominating Committee shall be established according to the MVLS Bylaws Article III Section 5; and Article VII Section1.
 - b. The Nominating Committee will work with an Advisory Body to identify potential candidates for the open trustee seats. The Advisory Body shall consist of 2 members from each county, with members identified in consultation with the MVLS Board President and Director, and member library Directors and Trustees.
2. Trustee Election Process timeline
 - a. The Nominating Committee Advisory Body shall be formed by the Nominating Committee by April 1.
 - b. The Nominating Committee will produce a slate of candidates in time for a notice to libraries to go out by August 1. Candidates on the slate must be eligible to serve as trustees according to the MVLS bylaws.
 - c. The MVLS Board Secretary will provide the election meeting notice to the member library trustees by August 1. This meeting notice will include the slate of candidates and ballots.
 - d. Member library board presidents will notify the MVLS Board Secretary of their voting representative and alternates before the meeting, or forfeit their library's vote.

- e. The election meeting, either in-person or virtual, will take place between September 10 and September 30 each year, with votes tabulated at that meeting. Each member library will have one vote, to be cast by the authorized representative as determined by the member library.
 - f. If the seat remains unfilled as of September 30, it will be declared vacant and be filled by the MVLS Board of Trustees.
- 3. Determining and casting library votes for MVLS trustees
 - a. Each library has one vote in MVLS trustee elections. Votes must be cast at the election meeting, which will be noticed by August 1, and held between September 10 and September 30.
 - b. Library boards may vote on the ballot items and designate a trustee, alternate or proxy to cast the approved ballot at the MVLS election meeting, OR
 - c. Library boards may designate a trustee (and alternate or proxy) to cast the vote at the meeting, without the library board voting on the selections to be made by the designated voter.
- 4. The procedure for calling and holding the election meetings
 - a. The election meeting will be called by the MVLS Board Secretary by providing notice to member library directors and board presidents by August 1 of each year. Library directors and/or presidents will forward the notice to all library trustees.
 - b. The notice will include sample ballots; date, time, and format of meeting; and information on options for determining the library vote and on the voting procedure
 - c. The election meeting is a meeting of member library trustees. Only member library trustees are allowed to vote in the trustee elections. Non-trustees may attend the meeting, but may not vote.
 - d. The first order of business at the meeting will be to determine a meeting chair and meeting secretary, which shall be voted on by the participating member library trustees. The holders of the two temporary offices need not be member library trustees, but can be any attendee so elected.
 - e. The vote shall be called by the meeting chair, and tabulated by the meeting secretary. The vote shall be by roll call, with results verified by collecting ballots.
 - f. In the event of a tie, the election will be immediately repeated. If the second vote is also a tie, the participants may vote to schedule a second and final meeting before September 30, or declare the seat unfilled, to be filled by the MVLS Board of Trustees.