



HOAG LIBRARY ELECTION PROTOCOL

(Edited for 2023)
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The By-Laws call for the Annual Meeting and Elections to be the first Monday in May (in 2023, May 1).

The Nominations/Elections Committee, in conjunction with the Library Director and other staff as may most effectively complete the work, shall prepare press releases and a block advertisement indicating the number of Board vacancies which will be voted upon at the subsequent Annual Meeting.

On or before 7 PM, 4 weeks prior to the Annual Meeting (in 2023, April 3), any qualified individual wishing to run for a vacancy on the Hoag Library Board shall submit a nominating petition at the Circulation Desk, bearing the signatures and printed names and addresses of not less than 25 similarly qualified adults residing in the service area supporting that candidacy. The employee receiving the petition will initial the original petition(s) with date and time, make one copy for the submitter, and forward the original(s) to the Library Director.

The Nominating/Elections Committee shall meet as soon as is practicable, **not later than April 6**, to certify that each candidate has submitted not less than 25 qualified names. In the event the Committee determines that one or more signatures on any nomination does not meet requirements, they shall strike the name or names, and make a written report to the Board and the candidate(s) affected; with the reason for disqualification. The decision(s) of the Committee may be appealed to the Board as a whole (in 2023, at the regular meeting, April 12). The Board may choose to uphold or strike down the decision(s) of the Committee, based solely on the by-law qualifications of age and address within the service area. In any event, the determination of the Board is final. At the Board meeting regularly scheduled most closely prior to the Annual Meeting (in 2023, April 12), lots shall be drawn for ballot position.

Immediately following that Board Meeting (in 2023, April 12) the Nominating/Elections Committee shall release the names of the individuals whose petitions were complete and ask each candidate to prepare a summary of qualification in a form and format determined by the Committee and return it to the Committee not later than two weeks prior to the Annual Meeting (in 2023, April 17).

Two weeks prior to the Annual Meeting (in 2023, April 17), the Committee shall release that collection of candidate resumes and prepare a written ballot form indicating all nominated candidates, listed in the order determined by lots drawn at the previous Board meeting.

On the day of the Annual Meeting, the Meeting will be called to order at 12 noon in one or more meeting rooms of the Library. A quorum of the Board is not necessary. An immediate recess will be called for the purpose of voting. Qualified members of the service area will register with one or more election inspectors, who can be staff, Board members not standing for election, or any other individuals selected by the Committee. Voting will take place in Lobby.

A list of voters will be kept.

Written ballots shall be placed in a locked box, which shall not be opened except by the Committee at the close of voting. One individual, designated beforehand by the Committee shall maintain sole possession of the key to the ballot box throughout the entire day.

Starting at 6:30 PM, the Chair of the Annual Meeting will announce the time remaining in which to cast a ballot. Voting will continue until 7PM. Any individual in line at 7PM may cast a ballot.

The Annual Meeting will re-convene out of recess at 7PM and will follow the normal order of business.

The Committee and up to 3 others designated by the Committee and having no conflicted interest in this current year's Library elections will retire to tally the votes in a public and previously designated spot (in 2023, the Teen Room).

There will be a single ballot. Full term vacancies shall be awarded to the candidates receiving the most votes. After full term vacancies have been filled partial term vacancies shall be filled, longest remaining term through shortest term by the candidates receiving the most votes in descending order.

The report of the Nominations/Elections Chair shall be a special order of business as part of the agenda of the Annual Meeting. There will be a brief time for comment, then a motion to accept the results of the election as presented by the Nominations/Elections Chair.

The re-organizational meeting of the Board of Directors will take place immediately upon the adjournment of the Annual Meeting.

Time Line

- March 8 Board Approves Election Procedure
- March 9 Petitions will be available at Circulation Desk (candidates do NOT have to use the Hoag petition if all required information is provided)
- April 3 Petitions due, 7PM at Circulation Desk
- By April 6 Meeting of Nominations/Elections Committee to confirm validity of all petitions
- April 12 Board makes determination on any Committee disqualified names (if needed)
Lots drawn at Board meeting to determine ballot positions
- April 17 7 PM deadline for Nominees to return bio information for handouts
- By April 19 Nominating/Elections Committee tabulates/edits bio's and prepares handouts to be placed at Circulation Desk, on website, in the foyer, and other forms of media. Candidates' names shall be posted on the electronic sign one week prior to the Annual Meeting
- May 1 12 noon: Annual Meeting opened by President (quorum of Board is NOT required), immediate recess for purpose of voting in Pilon Rm; designated individual locks ballot box before first ballot is dropped in
- Nominating/Elections Committee shall schedule election inspectors for coverage noon- 7 PM
- 6:30: Announcements begin indicating time left to vote
- 7 PM: Committee begins to count
- Annual Meeting comes out of recess
- When the tally is completed, the Committee Chair is placed on the Annual Meeting agenda as a special order of business, reports the election results