

## **NOMINATING COMMITTEE**

### **APRIL**

1. Attend the executive board meeting.

### **SEPTEMBER**

1. Send a notice to the reporter to publish in the newsletter. Request clubs to consider sponsoring a candidate for a state office: president, first vice president, second vice president, secretary, treasurer, reporter, historian, and parliamentarian. Remind them that the offices of president, vice president, and treasurer must be filled by clubs which have previously had officers or committee responsibilities. The notice should state that the sponsor should be willing to assume the responsibility of a state office. The sponsor must be a member of the Louisiana Association of School Librarians. The club must pay membership dues before a candidate is eligible. When writing your announcement, please include the 16 points listed on the candidates for office sheet. (SEE ATTACHED SHEET.)

### **OCTOBER**

1. Attend the executive board meeting and make copies of a written report: one for the president, one for the secretary, one for the reporter, one for the chairman of the Student Relations Committee, one for the executive secretary/liaison person, and one for your files. (3/5/99)

### **DECEMBER**

1. Mail letters to all member clubs by December 15, requesting nominations and setting forth the rules of eligibility. This letter should state that the deadline for nominations is January 15. Include the nomination form and the newly elected officer's information form on pages 20 and 21. (April 27, 2002).

### **JANUARY**

1. Make arrangements with the LTLA/hotel liaison person for a microphone and anything else needed for the political rally and the voting.
2. Type and file a 3x5 card with the following information on each nomination as it is received:
  - a. office
  - b. name of nominee
  - c. name of school
  - d. name of sponsor
3. Check the nomination forms. All nomination forms must be signed and approved by the sponsor. Each nominee must be checked for eligibility in the following areas:
  - a. The sponsor's approval must be in writing. If a candidate is to be at another school the following year, that sponsor must also approve.
  - b. The club must have paid LTLA dues for the current year.
  - c. The nominee must be a member of his local Library/Media Club and LTLA. (2/18/2000).

- d. The sponsor must be a member of the Louisiana Association of School Librarians.
  - e. The candidates for president, first vice president, second vice president, and treasurer must have sponsors who have had prior LTLA experience.
  - f. The candidates for president, first vice president, second vice president, and treasurer must be juniors or seniors when they serve.
4. Submit the nominations to the Student Relations Committee chairman for approval before they are placed on the ballot.
  5. Secure at least two candidates for each office.
  6. Notify candidates that they have been accepted as campaigners. (Include in the notification letter the attached sheet entitled **CANDIDATES FOR OFFICE**.)
  7. Mail sample ballots to schools and candidates before convention.
  8. Prepare official ballots two weeks before convention in order to avoid a last minute rush. Prepare two ballots per member club in anticipation of a run-off. (2/18/2000)

### **FEBRUARY**

1. Attend the executive board meeting on Friday morning. Make copies of a written report to be presented: one for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your files. Introduce the candidates. (3/5/99)
2. Obtain the Spirit Award packet at the time of registration. (10/17/98)
3. Preside at the political rally.
4. Monitor the doors to the room where the voting will occur.
5. Remember that a candidate cannot be a voting delegate.
6. Designate four members of your committee to distribute and collect the ballots.
7. Begin the voting on time.
8. Explain the voting procedure after ballots have been distributed and before the voting.
9. Tally the votes. Only the chairman, the sponsor, and the Student Relations Committee chairman should be present. Candidates win by simple majority.
10. In case of a run-off, recall the voting delegates and repeat the procedure.
11. Give the form listing the candidates and the form listing the winners to the Spirit Award Committee chairman immediately following the tally of votes.
12. Announce the winners at the third general session. Keep the results a secret until that time.
13. Submit the completed newly elected officer's information form for each officer elected to the reporter before leaving the convention. (April 27, 2002)
14. Remind the candidates to remove their campaign materials before they leave the convention.
15. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.

Revised April 27, 2002