

Board of Trustees Officers and Committees Procedures

Nomination of Officers

The Bylaws specify that there “shall be a President, a Vice-President, a Secretary and a Treasurer,” and that “the Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Trustees, including self-nominations.”

The following procedures are in place to satisfy the requirements of the Bylaws.

1. The President shall select a Nominating Committee of three members from the Board of Trustees at least two months prior to the end of the fiscal year.
2. The Nominating Committee shall solicit interested Trustees for the officers of the Board of Trustees.
3. The Nominating Committee shall present a slate of officers at the April meeting. The Board of Trustees will vote to elect the slate of officers at that meeting.
4. The new officers will take office at the first meeting of the new fiscal year.

Committee Appointments

Each trustee will be asked to serve on one or more of the Board of Trustees committees. The President will review and make appointments annually. Trustees may volunteer to serve on the committee/committees that interest them. The President will select and announce the Chair and members of each committee at the first meeting of the fiscal year.

Ad hoc committees may be created by the President at any time and charged with such responsibilities as the President deems appropriate. These ad hoc committees will be reviewed by the President annually to evaluate if they have accomplished their charge and if they are still needed.

Committee Operations

Each committee Chair will contact the Library Director or their designee one week prior to setting a committee meeting date to prepare a committee Meeting Agenda. Each committee Chair will approve the committee meeting agenda and all supporting documents no later than three business days prior to the committee Meeting Date. The Library Director or designee will send the agenda and supporting documents to all committee members and the President and make proper notice of the committee meeting as required by the Illinois Open Meetings Act (5 ILCS 120).

Any Trustee may attend any committee meeting, but nonmembers of the committee may not vote and may only participate in discussion with recognition of the chair.

The Library Director or designee will record minutes of each committee meeting, which shall be subject to approval at a subsequent committee meeting. Minutes approved by a committee will be placed in a subsequent meeting packet of the Board of Trustees for information and to be placed on file.

Each committee chair will provide a written or verbal report on the work of their respective committee at each meeting of the Board of Trustees.