

## **NOMINATING COMMITTEE MANUAL**

### **Job Description:**

The Nominating Committee selects a slate of candidates for Midwest Archives Conference (MAC) offices; prepares reports, compiles the candidates' election information, and oversees ballot creation; notifies candidates of the election results; and coordinates and implements other details of the election process in conjunction with the MAC secretary.

The committee consists of three members. Two members are elected each year by the membership. The president appoints a chair (typically an outgoing member of Council) in the spring of the year prior to the election, with the approval of Council. The committee serves a one-year term beginning at the close of the Annual Members' Meeting.

### **Detailed Description of Responsibilities:**

The incoming chair should contact the previous chair to receive copies (electronic) of relevant Nominating Committee files and distribute those to all committee members for review. These files should include a list of possible candidates from the previous election, the timeline used by the previous committee, and the most recent Nominating Committee Manual. These and other past Nominating Committee documents should live in a Google Drive folder, to which the secretary will provide access. These folders contain much useful information.

The committee should convene its first meeting at the Annual Meeting of its election year (or shortly thereafter, virtually, if all members are not attending the meeting) and review the most recent Nominating Committee Manual and timeline. It is the responsibility of the incoming chair to ensure that each member of the committee has a copy of these documents. The members should discuss a timeline for how to proceed, based on when they first meet and on previous timelines. The committee then develops a list of potential candidates in accordance with Nominating Committee guidelines.

Within a month of the Annual Meeting, the committee will craft a message for the Public Information Officer to send to the membership, requesting nominations. The committee is obligated to consider these suggestions to ensure a representative slate.

In soliciting nominations and preparing a slate of candidates, among the critical factors that Nominating Committee members must consider is developing a diverse slate. Diversity is important at all levels. Race, ethnicity, gender and gender identity, geographic distribution, archival setting, and archival expertise/specialty are factors that contribute to diversity. Another critical factor is succession planning and developing the next leaders of MAC. Care should be taken to select candidates who will advance the

organization in its goals and build upon past leadership experiences. A candidate may be serving as a committee chair at the time of nomination, but they will be expected to leave that office, if elected, when the new position starts.

Since not all potential candidates will agree to run, it is helpful to select at least three viable candidates for each position. The slate typically includes two candidates for the positions of president, vice president, secretary, and treasurer; and two candidates for each open position of Council member and Nominating Committee member.

In late summer, potential candidates are contacted (via phone) to determine their willingness to run and to advise them of the responsibilities of the position for which they are being nominated. It is best to contact one person at a time and receive a definitive answer. Based on this process, it is important to allow enough time for candidates to consider the nomination. Provide possible candidates with a due date to accept or decline the nomination.

Discontinue efforts once the appropriate number of candidates have accepted the nomination. The candidates shall send a formal written acknowledgment of acceptance to the committee chair, which may be done by email. The contact person should stress that this is a formal agreement and should be considered “binding,” once Council approves the slate.

Once the slate of candidates has been selected by the committee, the chair submits the slate to the Council for approval. This should be completed prior to the fall Council meeting, when possible. The chair’s fall Council report should include the list of candidates, as well as a short statement about how the slate was determined. If a Council meeting occurs early—i.e., before its traditional time of early to mid-October—the chair’s fall Council report can be revised to include this information.

Immediately after the conclusion of the fall Council meeting (or approval of slate), the committee commences 1) sharing information about the candidates with the membership, and 2) soliciting materials for the electronic balloting process.

1. By November 1 (the newsletter deadline), the chair submits the slate to the PIO for publication in the January issue of the *MAC Newsletter*. **THIS IS A HARD DEADLINE.** The committee must ensure accuracy in candidate names and affiliations by following up with the nominees.
2. Candidate information for the ballot consists of a candidate statement (300-word limit), biographical information, and photograph. The committee develops questions to which candidates will respond for each position. Instructions and questions are distributed to all candidates, allowing for no less than a month to respond (see Appendix 1). Remind the candidates of the length (300 words) of the personal statement, excluding the word count of the

question. The committee should also keep that in mind when drafting their questions.

Although this task can be divided between the Nominating Committee members, the chair should follow up with reminder emails every few weeks to make sure all candidates have been contacted. Upon receiving the candidate information, the Nominating Committee shares the content with the webmaster for publication on the MAC website by February 1.

Starting February 1, the committee works with AMC Source to prepare the email ballot announcement and email confirmation receipt, and to test the electronic voting system (see Appendices 2 and 3).

**NOTE:**

- The fixed membership join/renewal date is January 31;
- The election always open on the 2nd Monday in February;
- The duration of the election is always 21 days.

An email announcement is always made on the first day of the election, and reminders are always sent on the following two Mondays and the final day of the election (1 announcement and 3 reminders). The NC chair writes these emails and sends them to the PIO. The Election Ballot Text may be used for the first email.

The NC also submits the announcement that the election is open to the webmaster prior to Election Day, for posting on the homepage. The Election Ballot Text may also be used for the website.

The MAC secretary reviews the teller results and informs the chair of the election results. (In years when the secretary runs for re-election, the president will review the teller results and inform the chair.)

Committee members inform the full slate (via phone) of the results. Successful candidates must confirm acceptance in writing via email. The president and/or another officer may be asked to contact candidates for the committee when the chair deems it necessary. All elected candidates shall be contacted first, and their acceptance confirmed in writing, before the remaining slate (those who were not elected) are contacted, preferably via phone.

Once the winning candidates have accepted their positions, the election is finalized. The chair contacts the secretary, who shall inform Council of the results (unless the secretary was a candidate, in which case the president should do so). The chair also contacts the PIO, who will inform MAC membership of the results via the MAC listserv and website, and the newsletter editor, so the results can be published in the *MAC Newsletter*.

The Nominating Committee chair prepares a final report for Council and updates the rolling Election Results spreadsheet.

The chair shall direct the incoming chair to the Nominating Committee Manual, found on the MAC shared drive, and share other supporting materials (grids, lists, etc.) with the succeeding chair to facilitate the work of the succeeding committee. This can be done with the secretary's help.

Update this manual regularly (at least annually) and ensure the master copy is kept in the Nominating Committee folder on the shared drive.

Monitor the committee's section of the website, and contact MAC's webmaster with any changes or updates.

Suggested Schedule:

| Month            | Action Item                                                                                                                                                                                                                                                                                                                                       |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April-May        | Chair and committee members review Nominating Committee Manual, confirm timeline                                                                                                                                                                                                                                                                  |
| May-July         | 1 <sup>st</sup> Committee Meeting, call for nominations                                                                                                                                                                                                                                                                                           |
| August-September | Review nominations, contact potential candidates                                                                                                                                                                                                                                                                                                  |
| October          | <ul style="list-style-type: none"><li>• Submit the committee's recommendations to Council in advance of its fall meeting(s)</li><li>• Submit (by November 1) approved slate to PIO for publication in <i>MAC Newsletter</i></li></ul>                                                                                                             |
| November         | <ul style="list-style-type: none"><li>• Develop candidate questions</li><li>• Distribute candidate information instructions</li><li>• Send reminder emails to candidates</li></ul>                                                                                                                                                                |
| December-January | <ul style="list-style-type: none"><li>• Approved slate runs in January <i>MAC Newsletter</i></li><li>• Review candidate information and submit to webmaster, to be posted on or about February 1</li><li>• Work with AMC to prepare the email ballot announcement, email confirmation receipt, and to test the electronic voting system</li></ul> |

|                |                                                                                                                                                                                                                                         |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February-March | Election opens on the 2nd Monday in February and lasts 21 days                                                                                                                                                                          |
| March          | <ul style="list-style-type: none"> <li>• Contact election slate and report results to Council via secretary</li> <li>• Work with PIO to prepare public announcement of results for listserv <b>and <i>MAC Newsletter</i></b></li> </ul> |
| April-May      | Chair submits final report to Council and ensures other documents are in correct folder                                                                                                                                                 |

Appendix 1  
Sample Instructions to Candidates

Dear 20xx MAC **President/Secretary/Council/Nominating Committee**  
Candidate:

On behalf of the Nominating Committee, I want to thank you again for your commitment to MAC and for your willingness to be a candidate for MAC **President/Secretary/Council/Nominating Committee**.

The candidate packet for the election will be distributed to members on Monday, February xx. The election will end on March xx. You will be informed of results a short time later.

Please send the following information to me **(INSERT EMAIL)** no later than JANUARY x, 20xx.

1. A headshot photograph, jpeg format that is ready to use in the online ballot (about 150 dpi, 300 pixels on a side)
2. Biographical information, included employment, education, and selected professional activities
3. Candidate statement, no more than 300 words, answering the following question:

**PRESIDENT: MAC has developed and adopted a strategic plan, how will you help accomplish it? Do you see any new or valuable direction[s] that weren't outlined in the plan?**

**SECRETARY: MAC has multiple transitions between officers and Council members. How can you assist in these transitions and ensure that an evolving knowledge base is shared? How would you share this information with MAC members?**

**COUNCIL: In relation to education, training, and membership development, have we done enough in MAC to take advantage of opportunities to embrace social media to advance the goal and strategic plans of MAC? Is social media the right venue? Are there other options?**

**NOMINATING COMMITTEE: How do you propose to strike a balance between nominating MAC members with varied levels of experience, or involvement in MAC, for MAC leadership positions?**

Please label the files with your name, position, and year (name\_position\_20xx).

We will be working with AMC to create the online ballot for the election. We will NOT be having any official copy editing done, so please proofread your bio and statement closely.

Thank you again, and please let us know if you have questions.

MAC Nominating Committee 20xx

## Appendix 2 Sample Ballot Text

Dear MAC Member,

The ballot for the 2023 Election is now live using a streamlined electronic process for the election of officers. You can log into the MAC website and make your choices via a secure web form. Electronic voting will take place February 13 through 11:59pm CST on March 6, 2023. Elected officers will begin their terms at the conclusion of the 2023 Annual Members' Meeting.

The slate of candidates for the MAC 2023 Election was chosen by the Nominating Committee and approved by Council. Candidates provided the biographical information and responses to questions posed by the Nominating Committee; their information, statements, and photographs are now available on the [MAC website](#):

[2023 Candidates for President](#)

[2023 Candidates for Secretary](#)

[2023 Candidates for Council](#)

[2023 Candidates for Nominating Committee](#)

### Instructions for Voting

Please mark the candidate(s) of your choice on the ballot below in one or all of the contests and click the "submit" button. Note that multiple candidates are available for each office. Please select only **one** candidate for the President and Secretary positions, and **two (or one, depending on year)** candidate(s) for the Council and Nominating Committee positions. The MAC Constitution allows for all current individual members to cast a ballot.

The online 20xx Election ballot is available on the MAC website or at the link below (*you will be prompted to log in*)

[URL]

The candidates and offices are listed below.

### For President (one position)

- name, affiliation

- name, affiliation

For Secretary (one position)

- name, affiliation
- name, affiliation

For Council (two positions)

- name, affiliation
- name, affiliation
- name, affiliation
- name, affiliation

For Nominating Committee (two positions)

- name, affiliation
- name, affiliation
- name, affiliation
- name, affiliation

Please do not hesitate to contact us if you have any questions or need any assistance casting your ballot.

### Appendix 3 Ballot Confirmation Receipt Email

Thanks for participating in the 20xx MAC Election! Your vote is important, as are your nominations of colleagues to serve in our leadership roles. If you would like to nominate a MAC member for consideration for a future MAC leadership position, please share their name and contact information so that the Nominating Committee can consider them.

**Name**

**Institution**

**Position for Consideration**

**Nominator**

If you have any questions or concerns, please contact Nominating Committee Chair Name, email address.

### Appendix 4 Sample Followup Emails

First Monday after election opens

#### **Cast Your Vote in the MAC Election**

The 2023 MAC Election is now open. All MAC members who joined or renewed by January 31, 2023, should have access to the [Election Ballot](#) after logging into the MAC website. The election will close on Monday, March 6, at 11:59 PM CT.

Second Monday

#### **REMINDER: Submit Your Ballot in the MAC Election**

The 2023 MAC Election is now open to MAC members. Please cast your vote via the [2023 Election Ballot](#) if you haven't already done so. The election will close on Monday, March 6, at 11:59 PM CT.

Third Monday

#### **ONE WEEK LEFT to Vote in the MAC Election**

The 2023 MAC Election is now open to MAC members. Please cast your vote via the [2023 Election Ballot](#) if you haven't already done so. The election will close on Monday, March 6, at 11:59 PM CT.

Fourth Monday/Final Day

#### **REMINDER: LAST DAY TO VOTE**

Today is the last day to vote in the 2023 MAC Election. Please cast your vote via the [2023 Election Ballot](#) if you haven't already done so. The election will close at 11:59 PM CT. Support Democracy and MAC today!