

**HSLI**  
**Summer Board Meeting**  
**Nominating Committee Report**  
**June 14, 2017**

Open Offices:

The offices of Secretary and President-Elect are open for election during fall of 2017. Eric Edwards is serving his second term as Secretary, so we will be electing a new Secretary this year.

President-Elect is a one-year term, after which the incumbent will become President for two years. Secretary is a two-year term, eligible for re-election one time.

Candidates for office are HSLI members, and have typically served on HSLI or other committees in some capacity, but this is not a requirement. I have already received a nomination for each office, but have not yet contacted them to see if they are interested. I will send out a request for nominations soon after the meeting.

Ballot / Voting Schedule:

The ballots will be made available to the voting membership via a Survey Monkey election at least 6 weeks prior to the Annual Meeting. The election will conclude at least 2 weeks prior to the Annual Meeting for tabulation. This means the election should begin by September 15, 2017 and end no later than October 13, 2017.

The new HSLI President-Elect and Secretary will assume office at the end of the 2017 Annual Business Meeting on October 27, 2016.

Please let Molly Horio know if you would like to nominate a colleague or volunteer to run for President-Elect or Secretary. The duties of the HSLI officers are listed on the following pages.

Respectfully Submitted,

Molly Horio, Chair ( [molly.a.horio@osfhealthcare.org](mailto:molly.a.horio@osfhealthcare.org) )

HSLI Nominating Committee

### **Section 1: Elected Officers/Terms of Office**

A. The elected officers of HSLI shall be a President, a Secretary, a Treasurer and either the President-Elect or the Immediate Past-President who shall be HSLI members nominated and elected as provided in Article VII of these bylaws. Members of HSLI shall not be eligible to hold more than one office at a time.

B. The term of office of the President-Elect shall be one year as President-Elect and the following two years as President and the following one year as Immediate Past-President. The office of President-Elect is elected at the end of the President's first year of office and serves during the President's second year of office.

C. The term of office of the Secretary and of the Treasurer shall be two years; these officers to be elected in alternate years. The Secretary and the Treasurer may succeed themselves only once in their respective offices.

### **Section 2: Duties of the President**

A. To preside over business meetings.

B. To serve on the Board two years as President, and the following one year as Immediate Past-President.

C. To be an ex-officio member of all HSLI committees.

D. To be responsible for executing the policies voted upon by the membership.

E. To appoint standing committees and ad hoc committees as the need arises.

F. To appoint officers if a vacancy occurs, as provided in Article IV Section 7 of these bylaws.

### **Section 3: Duties of the President-Elect**

A. To assist the President in the administration of the organization's affairs as assigned.

B. To serve one year as President-Elect, followed by two years as President, followed by one year as Immediate Past-President.

C. To preside and perform the duties of the President whenever the President is absent and/or unable to serve.

### **Section 4: Duties of the Immediate Past-President:**

A. Review and revise Policy and Procedures Manuals.

B. To serve one year as Immediate Past-President.

C. Maintain current lists of Illinois consortia, consortia coordinators and consortia members.

D. To preside and perform the duties of the President whenever the President and President-Elect are absent and/or unable to serve.

**Section 5: Duties of the Secretary**

A. To record and distribute the minutes of the business meetings of the membership and Board meetings.

B. To report HSLI activities to state and regional library organizations.

C. To deposit minutes of Board and business meetings with accompanying reports to the Archives Chair.

D. To perform other duties as assigned.

**Section 6: Duties of the Treasurer**

A. To keep a register of the paid members.

B. To collect assessments, maintain the funds of the organization, and pay bills.

C. To submit a financial report to the membership at the annual meeting.

D. To fill out and submit Federal/State/or local forms required to run the organization/corporation.