

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Trustee Appointment, Election, and Resignation

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Number 8001

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#### ***Purpose***

The Cromaine District Library is governed by a seven-member board. Elections are held every two years. Four trustees are elected to a four-year term at one election, three at the next election. Each trustee receives a stipend per meeting. (Refer to Board Compensation and Expenses: Policy 8011)

#### ***Filling a Trustee Vacancy by Appointment***

Upon rare occasion, an elected trustee may determine that the responsibilities of Board membership are greater than able to be performed responsibly or that relocation necessitates resignation. The position held by that trustee once vacated will be filled through appointment by the Board of Trustees until the conclusion of the replaced trustee's elected term.

1. When a vacancy occurs within the elected candidate's four-year term, a press release will be publicized by the Library stating that candidates for the Library Board are sought and specifying the way to apply.
2. Interested candidates need to submit a resume and a letter of interest. According to district library law, candidates must be "a qualified elector of the participating municipality." Specifically, the candidate must be age 18 or older and live within the Hartland Consolidated School District.
3. The Library Director will accept the candidates' resumes and letters of interest and schedule a meeting with the candidate to review the requirements and activities of the position. This ensures full understanding of the commitment required if appointed.
4. The Personnel Committee of the Board of Trustees meets to screen the applicants' applications. Applicants may be interviewed as part of this process. Screening and interviews will take place within two months of the elected trustee's termination of board responsibilities.

Criteria: Meets legal qualifications

Able to consistently attend meetings

Helps diversify Board representation of community interests

Provides specific advisory skills such as legal, public relations, accounting

Experience in working on boards

General experience as it relates to the library's needs and goals

Willingness to support and promote library services

The Personnel Committee recommends one to three finalists to the Library Board. The board makes the appointment no less than three months from the elected trustee's termination of board responsibilities.

### ***Trustee Election***

#### ***Biennial Elections***

Biennial elections of the Cromaine Library District are conducted according to the District Library Establishment Act (MCL 397.171 to 397.196). Board members are elected at the Hartland Consolidated School District's Regular School Election for four-year terms (unless the position was a two-year term due to appointment).

#### ***Nominating Petitions***

In order to be listed on the ballot for Cromaine District Library Trustee, the candidate shall file nomination petitions with the Livingston County Clerk . Write-in candidates are accepted as well.

Library candidates for election must conform to the Library's policy 4030, "Non-library Postings, Displays, and Solicitations" which prohibits solicitation for non-library purposes in the library buildings. Solicitation for petition signatures or campaigning for election may be permitted on library grounds only if it does not impede access to the building nor interfere with use of the building.

### ***Trustee Resignation***

Any citizen who seeks election to the board should do so with full knowledge of and appreciation for the time, effort, and dedication expected of all trustees. If for a compelling reason a trustee is no longer able to serve, the board requests the earliest possible notification of intent to resign.