

February 12, 2021

LAUC Nominating Committee
Librarians Association of the University of California

TO: Heather Smedberg, Chair, LAUC Nominating Committee
FR: Martin Brennan, LAUC President
RE: 2020-21 Charge, LAUC Nominating Committee

I am pleased to appoint you 2020-21 Chair of the LAUC Nominating Committee for a term commencing October 1, 2020 and ending September 30, 2021.

Administrative Structure

Please note that LAUC Committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the committee's charge. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. Once a committee's charge has been fulfilled, the committee may address other issues, with the approval of the LAUC President.

General Charge

For 2020-21, the Committee is charged with fulfilling duties as described under Article IX with particular emphasis on sections 3-4 (approved by UCOP April 1, 2016):

- The Nominating Committee shall nominate candidates for Vice President (President Elect) and Secretary. If a vacancy occurs in the office of the President earlier than 1 December, or if a vacancy occurs in the office of the Vice President (President-Elect), the Nominating Committee also shall nominate candidates for President. (See Articles IV and IX, Sections 5, 6, and 7.)
- The Chair of the Nominating Committee shall submit the slate of nominees to the Secretary. However, additional nominees may be submitted by the membership to the Secretary, which not vetted by the Nominating Committee.
- No candidate for any office shall be from the same Division as the current Vice President/President Elect. Candidates for a particular office shall not be from a Division which has one of its members serve in that office during the current or preceding terms. Therefore, candidates for Vice President may be drawn from any division besides LAUC-LA. Candidates for Secretary may be drawn from any campus besides LAUC-SB.
- The LAUC Secretary has developed an Election Calendar, after consulting with the President and the Executive Board and selected **June 30, 2021** as the last day that ballots may be cast. This Election date drives all the other dates in the election process.
- The Chair of the Nominating Committee shall submit the slate of nominees in writing, with their written consent and biographies, to the Secretary at least sixty-five (65) days prior to the date of the election. Based on this year's LAUC election calendar, the slate will be due to the LAUC Secretary on **April 26, 2021**.

Special Charge

- Because the LAUC President role has been filled for several years by librarians from "South" campus divisions, this committee is urged (but not required) to prioritize viable candidates for

Vice President/President Elect from one of the “North” campus divisions: UCSC, UCSF, UCM, UCD, or UCB.

Timeline

The Committee shall submit the slate of nominees in writing, with their written consent and biographies by **April 26, 2021**. The Committee will present a summary report, which may be its final report, of business to the membership at the **2020-2021 LAUC Assembly in May**. The Committee will need to submit its final report to the President by **September 2, 2021**.

Reports should be submitted using the following format:

Reporting Guidelines

SUBJECT LINE: [Committee Name] Report
BODY
OF MESSAGE:

TO: LAUC President
FR: [Committee Name]
RE: [year (e.g. 2018-2019)] Report Name (e.g., Final Report)]

Committee Charge:
Summary of Action Items:
Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]

Names of Committee Members
Attachments (if any)

Committee Work and Meetings

Committee business will need to be conducted by conference call(s), or using other technologies, such as email or chat.

Committee Expenses

The current LAUC Travel and Reimbursement Policy and Procedures document is linked to the LAUC homepage. Different Divisions may handle transactions differently and Committee members should check with their local accounting officers to find out how their Division handles charges to the LAUC account.

Thank you for your service to the LAUC membership. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about the Charge.

Nominating Committee Roster (To Be Finalized)

1. Heather Smedberg, UC San Diego (Chair)
2. Kyra Folk-Farber <kfolkfarber@ucsb.edu>
3. Kate Peck kpeck@berkeley.edu