



NEW YORK LIBRARY ASSOCIATION

The Voice of the Library Community

NYLA Elections Handbook

NYLA
6021 State Farm Road
Guilderland, NY 12084
518-432-6952 / 518-427-1697 (fax)
marketing@nyla.org

NYLA Elections Timeline

*(*Some dates are subject to change)*

February	Nominations Form Launched
February 27	Nominations Form Closed
March 11	Nominating Committee Selects NYLA Council Election Slate
March 12	NYLA Council Approves Nominating Committee Slate
March 17	NYLA Council Approved Slate Candidates Notified
March 17 - April 14	Call for Petitions/Petition Period
April 21 - 25	Final Candidate Slate Notified
May 1	NYLA Units Submit Candidate Slates
June 2 - June 16	NYLA Council + NYLA Unit Elections (ALL)
June 17 - June 24	All Election Results Verified
June 22	NYLA Unit Election Results Sent to NYLA Unit Representative
June 26 - July 3	NYLA Council Candidates Notified of Results + Results Announced to NYLA Membership

Nominating Committee | Role and Responsibilities

The Nominating Committee is responsible for ensuring that qualified candidates from the entire NYLA membership regardless of library orientation and affiliation are secured for the NYLA Council Election cycle. The Committee should seek recommendations from all sections identified with the three major types of libraries for the presidential candidates.

Committee Meetings

The Nominating Committee at-large members will be selected by September and verified by NYLA Council by December. The first meeting of the Nominating Committee would be scheduled in February and would meet monthly up until June.

Committee Charge

The Committee shall prepare a slate of candidates for elected offices of the Council, to be filled in the following conference-to-conference year. The slate shall consist of at least two candidates for each office. The Committee shall submit, by resolution for approval of the Entire Council, the slate of nominated candidates by the end of March, and distributed to the Membership of the Association by May 15th.

Committee Composition

The President shall recommend for appointment, by resolution submitted to and adopted by the majority of the Entire Council, the membership of the Nominating Committee. The Committee shall consist of four members, each from a different Section, and the Immediate Past President, who shall serve as Chair of the Committee. Members of the Nominating Committee are ineligible for elected office.

Additional Committee Considerations

An unwritten agreement established near the end of the 1960s began a procedure whereby the two candidates for the position of Vice-President/President-Elect were drawn from the three major types of libraries—academic, school, and public—in successive three year cycles.

It was anticipated that this rotation procedure would provide flow to the leadership process and establish harmonious and cooperative relations among all NYLA members, regardless of affiliation, since NYLA leaders would equally represent all over the years.

It was not the intention of the rotation procedure to eliminate any category of NYLA member or any individual NYLA member from consideration for the presidency. The rotation procedure is maintained on an informal basis so as not to be binding.

Other factors to be considered by the Nominating Committee include:

- Representation of all membership categories within the New York Library Association (slates from recent years should be consulted for this purpose)
- Geographical distribution
- Previous NYLA involvement and specialties
- Demonstrated leadership
- Whether the candidate has the personal time and/or institutional support to perform presidential duties should be determined by candidate
- Notification that candidate may/should hold only one seat on Council.

If the Nominating Committee feels that the presidential rotation procedure is not feasible for a particular year, it should prepare a slate composed of the best nominees drawn from the total membership. The Nominating Committee should seek recommendations from all sections identified with the three major types of libraries for the presidential candidates.

NYLA Council Election | Procedures & Protocols

Every June, the NYLA Council Election runs the first two weeks of June with a slate of candidates from across NYLA membership that were approved by both the Nominating Committee and NYLA Council.

Council Positions Overview

Every year, the NYLA Council Election will seek a NYLA President-Elect and two Councilors-at-Large that rotate between Public, School, and Academic/Special Libraries. Candidates for a Treasurer-Elect and ALA Chapter Councilor will occur every other year.

The NYLA President-Elect role is a three year term. The first year will be serving as President-Elect, the second as President, and the third as Immediate Past President. This position is a member of the Executive Committee which is the core steering committee of NYLA Council.

The NYLA Treasurer-Elect is a four year term. The first two years will be serving as Treasurer-Elect and the following two years will be serving as NYLA Treasurer. This position is a member of the Executive Committee for the entirety of their term.

The NYLA ALA Chapter Councilor is a three year term and will be the core liaison between NYLA and ALA. This position does not serve on the Executive Committee.

The NYLA Councilor-at-Larges are three year terms. The NYLA Council consists of six Councilor-at-Larges with two representing Public, School, and Academic/Special Libraries. Each Election rotates between the three core types of libraries. This position does not serve on the Executive Committee.

The roles and responsibilities for each of these roles are [listed here](#) and below.

President

- Appoints committee chairs and fills vacancies on committees.
- Assists NYLA staff with selecting the keynote and theme for the conference.
- Serves as chair of the Executive Committee.
- Presides over and sets agenda for Council Meetings.
- Serves on the Finance Committee.
- Serves as ex-officio and non-voting member of all other committees.
- Introduces Keynote Speaker at Conference.
- Presides over Annual Membership Meeting at Conference.
- Gives Farewell Address at Inaugural Banquet.
- Authorized to co-sign NYLA checks.
- Can appoint special ad-hoc committees/task forces for specified periods of time.

President-Elect

- Serves on the Finance Committee.
- Serves on the Executive Committee.
- Serves on NYLA Council.
- Serves as ex-officio and non-voting member of all other committees.
- Gives Inaugural Address at Inaugural Banquet.

Immediate Past-President

- Serves as chair of the Nominating Committee.
- Serves as chair of the Awards Committee.
- Serves on NYLA Council.
- Serves on the Finance Committee.
- Serves on the Executive Committee.

Treasurer

- Serves on the Executive Committee.
- Serves on NYLA Council.
- Receives and reviews monthly balance/financial statements and ledger..
- Reports at NYL A Council meetings on association's finances.
- Authorized to co-sign checks.
- Provides written financial report and summary at Annual Membership Meeting.
- Works with staff to promote fundraising initiatives.
- Reviews monthly financial ledger

Treasurer-Elect

- Serves on NYLA Council.
- Serves as member of the Finance Committee.
- Serves as member of the Executive Committee.

Councilors-at-Large

- Serve on NYLA Council for a term of 3 years.
- Serve as liaisons to NYLA Committees and affiliated organizations.

ALA Chapter Councilor

- Represents NYLA as New York Chapter Councilor
- Serves on the NYLA Council
- Attends ALA Annual and Midwinter Conferences
 - Attends all information Meetings for ALA Council and ALA/APA Council
 - Attends all meetings of ALA Council at conference
 - Attends all meetings of ALA/APA Council at conferences
 - Attends ALA Membership meetings at conferences

- Attends ALA Chapter Relations Committee meetings and evening ALA Chapter caucuses as necessary
- Reports to NYLA Council on ALA issues and action items year round and solicits input from NYLA on national issues
- Participates on ALA Council list serve year round
- Hosts the ALA Information meeting at NYLA Conference

All other members of Council consist of representatives from the nine sections of NYLA. These Section representatives are determined by the Section boards. At this time, these positions have varied term limits but will have a new term limit structure by 2024. In total, there are 21 NYLA Council Members.

Nominating Process

Starting in February, NYLA launches the NYLA Council Candidate Nomination Form to NYLA membership. Only active NYLA Members can run for NYLA Council positions. This form will be open for one month.

The Nominating Committee is in charge of communicating with those in their networks to complete the nominating form for the open positions for each cycle. NYLA encourages all members to consider running for NYLA Council, regardless if they are new to the profession or seasoned in librarianship.

By mid March, the NYLA Council Candidate Nomination Form will close and NYLA Staff will compile the nominations for the Nominating Committee to review. The Nominating Committee will meet directly after the form closes to review the candidates and select their slate of candidates. These selected candidates will be submitted by the Nominating Committee Chair to the NYLA Executive Director to be voted upon by NYLA Council at the March Council Meeting.

Once the NYLA Council approves the slate, NYLA staff will notify the selected candidates and coordinate with them to schedule their 1:1 Questions & Answer videos, gather materials for their candidate materials, and schedule a time with the NYLA President-Elect Candidates for their Candidate Forum. All candidates who were not selected by the Nominating Committee will be notified and will be given the option to petition for their candidacy on the NYLA Council Election Ballot.

Petitioning Process

According to [NYLA Bylaws Article V, Association Council, Section 2.5](#), any NYLA member can be put on the NYLA Council Ballot through the petitioning process. Further, according to the NYLA Bylaws, candidates nominated through this process must have signatures totaling 1% of

the Associations Membership determined by our numbers from January 1st - December 31st of the year prior.

In most years, this would total around 35 signatures from NYLA members. Please note this number may fluctuate from year to year and we urge you to defer to official NYLA communications or email the Director of Communications and Member Engagement about the petitioning process with updated signature numbers.

By the April 14th deadline, all petitioning candidates would need to submit a complete [NYLA Council Petitioning Form](#) to the Director of Communications and Member Engagement. The Director will submit all petitioned candidates with verified signatures to the Nominating Committee to be approved as additional candidates to the NYLA Council Election Slate.

By the end of April, petitioned candidates that were approved by the Nominating Committee will be notified of their candidacy by the Director of Communications and Member Engagement.

NYLA Council Election Process

The NYLA Membership will be notified of the final NYLA Council Candidate slate in early May via all NYLA Communication channels. The NYLA Council and Unit Elections will open to NYLA Members on June 2, 2026.

NYLA members will vote electronically from June 2 -16, 2026. All votes are anonymous and members will only be able to submit their ballot once.

The NYLA Council Election results will be verified by the Nominating Committee and then NYLA Council between June 17th - June 24th. All other elections during this period will have their results sent to the President or designated NYLA Unit representative between these dates for their leadership to review and disseminate the results to their NYLA Unit.

All candidates will be notified of the results by the Executive Director and the final results will be announced to NYLA Membership between June 26th - July 7th.

NYLA Unit Election | Procedures & Protocols

In an effort to streamline voting participation for NYLA members, it is advisable to coordinate all Unit elections onto one consistent timetable. The dates for NYLA Council elections, fixed by NYLA Bylaws, serve as our benchmarks.

By moving the ballots online and coordinating the timing of the ballots we believe that participation in all ballots will be improved. When a NYLA member logs in to the online membership center to participate in the Council Election Ballot, all Unit elections in which the member is eligible to participate will be displayed as well.

Approval of candidates for Unit positions is handled at the Unit level. The time required for each Unit to solicit candidates, and to ratify the slate, is to be determined by the individual Unit.

NYLA Staff Responsibilities

NYLA staff will be responsible for the following items regarding NYLA Unit Elections.

1. Develop a secure online ballot restricted based on Unit membership to run June 2 -16, 2026.
2. Assist in promoting the ballot to the Sections membership via ListServes and News You Can Use
3. Submit NYLA Unit Election results to the President and/or designated Unit representative between June 26th - July 7th

NYLA Unit Responsibilities

The NYLA Unit is responsible for the following items to ensure NYLA Units will have a successful election in accordance with the NYLA Elections timeline.

By May 1, 2026, NYLA Units will:

- Solicit candidates to run for open positions on your Units Board
- Garner an approved slate of candidates for your Unit's election
- Gather all candidate materials, including a candidate bio/statement that is a max of 200 words and a recent headshot and submit them [via this form](#)

Leading up to and during the election period, NYLA Units will:

- Advertise the upcoming election utilizing all Unit communication methods and avenues
- Encourage your membership to vote during the NYLA Election

After the ballots close, NYLA Units will:

- Notify candidates of election results and announce to your larger membership the Election Results
- Schedule a meeting with elected members to discuss their roles and responsibilities within your NYLA Unit

Unopposed Slates

NYLA's Bylaws preclude the presentation of an unopposed slate of candidates, and require that a ballot be distributed. This is not the case for NYLA units. Should a NYLA unit wish to advance an unopposed slate, there is an alternate optional process for installing officers.

Any dues paying member has the right to a voice in appointing a designee (the elected officers) to act on their behalf, even if the slate of candidates is unopposed. There are two means of accomplishing that means of participation. The first is to participate in the distribution of an

unopposed ballot (via the process outlined above). The second is to present the unopposed slate at an annual meeting.

The slate of candidates should be communicated to the membership at least 30 days in advance of the Annual Meeting, and must include the date, time and location of the meeting. At the Annual Meeting, the slate of candidates is presented to the assembled membership, a call for candidates from the floor is issued, and then a single ballot is cast (typically by the Secretary) to approve the slate. Should a candidate be identified 'from the floor' – a voice vote on those candidates must be taken.

Circulating a ballot (even an unopposed one) to all members is the preferred method, as it provides a means of participation to all members, even those who are not able to attend the Annual Meeting.

NYLA Elections | Important Link Directory

- [NYLA Unit Elections Candidate Materials Form](#)
- [NYLA Council Positions Descriptions](#)
- [NYLA Candidate Petitioning Form](#)
- [NYLA Bylaws](#)