

**The Hudson Library and Historical Society**

**Board of Trustees Election Procedure Policy**

**Adopted 12/2013**

I. Statement of Purpose:

Election to the Library's Board of Trustees shall follow the policy and procedures set forth in the Library Regulations. They are as follows:

- Elections will be held at the Library's Annual Meeting, which should occur by the mid-first quarter of the year.
- In the fall of the prior year (November/December), a public notice will be made announcing the openings on the Board, application procedures and the deadline for applying. The deadline for submission of applications should be about one month from the date of the announcement.
- The Nominating Committee and other Board members will check the references of those applying and will provide the Board with a list of candidates for submission to the members at the Annual Meeting.
- The Nominating Committee will contact candidates to set-up times for interviews. Candidates are required to attend an interview.

Short biographies of candidates will be developed and sent to the Hudson Hub Times as well as posted on the Library website prior to the Annual Meeting. Printed biographies will also be provided to the members at the Annual Meeting.

The election of candidates will occur after the general business portion of the Annual Meeting is concluded. All candidates who have submitted applications by the deadline and whose references are satisfactory will appear on the ballot. Candidates are expected to attend the Annual Meeting.