Management Committee Meeting

- **Date:** Wednesday, May 20, 2026
- **Time:** 5:00 PM
- **Location:** Main Library, Community Meeting Room, and Remote via Zoom.
- **Zoom Link:** Join the Management Committee Meeting

Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance.

- **Written Comments:** Submit comments via the Online Form
- **Note:** Written comments will be attached to the Board minutes and distributed to Trustees.

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at least 48 hours in advance of the meeting so that arrangements can be made.

- **Phone:** 847-448-8650
- **TDD/TTY:** 847-866-5095

Meeting Agenda

1. **Call to Order:** Declaration of a quorum.
2. **Land Acknowledgment**
3. **Citizen Comment:** Public session not to exceed 45 minutes.
4. **New Business**
    a. Review of Election Process
    b. Review of Calendar
5. **Adjournment**

Next Scheduled Meeting: June 17, 2026, at 5:00 PM (Hybrid format).

EVANSTON PUBLIC LIBRARY

Library Board Officer Election Process

Board of Trustees Quick Reference Guide

This guide summarizes the process for electing Board officers under the Library Board Bylaws, the Illinois Open Meetings Act (OMA), and Robert's Rules of Order Newly Revised ("RONR").

Officer Election Timeline

April Meeting

The Board elects a Nominating Committee of three Trustees, including:

- At least one Trustee whose Board term is not expiring; and
- One member was designated as Chairperson.

Authority: Bylaws §1.4.1

May Meeting

The Nominating Committee presents a recommended slate of candidates for:

- President
- Vice-President
- Secretary
- Treasurer

The committee must confirm each nominee is willing to serve.
Authority: Bylaws §1.4.1

June Meeting

The Board elects officers. Terms begin July 1 and continue for one year or until successors are elected.
Authority: Bylaws §1.4.1

Nominations

After the Nominating Committee presents nominees for each office, the presiding officer asks for additional nominations from the floor.

Additional nominations are permitted if the nominee consents and the nominee is eligible to serve.

A Trustee may nominate another Trustee or themselves. Nominations do not require a

second.
Authority: Bylaws §1.4.1 and Robert's Rules of Order Newly Revised (RONR)

Order of Elections

Officers are elected one office at a time in this order:

- Treasurer
- Secretary
- Vice-President
- President

Once elected to one office, a Trustee may not hold another office simultaneously.
Authority: Bylaws §1.4.1 and RONR: best practice for officer elections

Voting Requirements

Officers are elected by a majority of Trustees present and voting. Abstentions are not counted as votes cast. A tie vote does not elect anyone. Additional voting occurs until a candidate receives a majority.
Example

If 7 Trustees are present:

- 6 vote
- 1 abstains
- A majority is 4 votes.

Authority: Bylaws §1.4.1 and RONR: Definition of majority vote

Quorum Requirements

No election may occur without quorum. Unless otherwise defined in the bylaws a quorum = majority of seated Trustees.
Example

For a 9-member Board:

- Quorum = 5 Trustees
- At least 3 affirmative votes are needed to elect.

If quorum is lost, elections must stop until quorum is restored.
Authority: Board Bylaws and RONR

Voting Methods

Roll Call Vote (Preferred Method)

Each Trustee's vote is announced publicly and recorded in the minutes. This is the clearest and most transparent method under the Illinois Open Meetings Act.

Voice Vote
Appropriate for uncontested elections. Example: “All in favor say aye.”

Written Ballot
Written ballots may be used only if conducted openly and consistently with the Illinois Open Meetings Act. Anonymous secret ballots are discouraged for Illinois public bodies because Board actions must occur openly and transparently. If written ballots are used:

- Ballots should be identifiable;
- Vote totals should be announced publicly; and ballots should be retained according to applicable record retention requirements.

Authority: Illinois Open Meetings Act, Illinois Attorney General guidance, RONR (subordinate to state law)

Tie Votes

A tie vote means no candidate is elected.

If a tie occurs:

- Additional rounds of voting are conducted until one candidate receives a majority; or
- The Board may postpone the election.

Authority: RONR

Recording in the Minutes

The minutes should reflect:

- That quorum was present;
- The names of nominees;
- The voting method used; and
- The final outcome of each election.

Detailed ballot counts are optional unless ordered by the Board.

Frequently Asked Questions

Q: Can a Trustee nominate themselves?
A: Yes.

Q: Do nominations require a second?
A: No.

Q: Are secret ballots allowed?
A: Not recommended for Illinois public bodies. The Illinois Open Meetings Act requires official actions and voting to occur openly and transparently. Roll call voting is the preferred practice.

Q: What happens if no candidate receives a majority?
A: Additional rounds of voting occur until one candidate receives a majority.

Q: Can officers be elected all at once as a slate?
A: Best practice is to elect officers individually unless there is unanimous consent to approve a slate.

Q: Can Trustees abstain?
A: Yes. Abstentions do not count as votes cast.

Q: Can the Board reopen nominations?
A: Yes, by motion of the Board before the election is completed.

Q: Can remote Trustees vote?
A: Yes, if remote participation is permitted under Board policy and applicable law.