

Visual Resources Association Nominating Committee

Manual of Operations

VRA BYLAWS, Article III: NOMINATION AND ELECTION OF OFFICERS

Section 1. The Executive Board shall appoint a Nominating Committee and its Chairperson by June 2 of each year. The committee shall consist of at least three and no more than five members. Current Executive Board members are not eligible to serve.

Section 2. In the year during which the election will take place the Nominating Committee shall present a minimum of one candidate for each of the following elected offices: President-Elect, Vice President for Conference Arrangements, Vice President for Conference Program, Secretary, Treasurer, and Public Relations and Communications Officer. Any member of the Association may propose candidates to the Nominating Committee for any office for which it prepares a ballot.

Section 3. The names of the nominees shall be presented to the President by September 2 of each year. Each nomination must be accompanied by the nominee's statement of acceptance, goals and biographical data, which the Board may publish or announce after September 2 in an official publication and/or venue of the Association.

Section 4. Officers shall be elected by ballot. Ballots accompanied with statements of goals and biographies of the candidates shall be mailed to each Association member eligible to vote (see Article I, Section 2, Membership) by November 1 of each year. Ballots will specify the postmark deadline and the teller's address. Members shall be given a maximum of 30 days to return ballots from the postdate on which they are mailed out to the Membership. Two members of the Association, appointed by the Chair of the Nominating Committee, shall serve as tellers to count the mail ballots simultaneously and report the election results to the President.

Section 5. For each office, the candidate who receives the greatest number of valid votes cast shall be elected. In the event of a tie, a notary will draw by lot the winner.

Section 6. All candidates shall be informed of the election results in writing by the President. The names of the successful candidates shall be published in an official publication of the Association and announced at the annual membership meeting.

Committee membership:

The Chair of the Committee normally serves for a period of two years, beginning and ending at the VRA Annual Meeting (VRA Bylaws, Article VI, Sections 3 and 4). If the Chair wishes to serve for a further two-year period, he or she may do so. If not, he or she should first inform the VRA Executive Board that he or she wishes to step down. The outgoing Chair may recruit a successor, or the position may be advertised on VRA-L. Chair appointment must be approved by the VRA Executive Board.

Committee members normally serve for a period of two years, beginning and ending at the VRA Annual Meeting (VRA Bylaws, Article VI, Sections 3 and 4). If they wish to serve for a further two-year period, they may do so. If members of the Nominating Committee wish to step down, they should advise the Chair of the Committee of this by January 1. This will allow the Chair to advertise the vacancy or vacancies on VRA-L well before the Annual Conference. All member appointments must be approved by the VRA Executive Board.

Meetings:

The Nominating Committee should plan to meet at the VRA Annual Conference. All members of the Committee that have been able to attend the Conference should plan to attend this meeting. A member of the Executive Board, representing the VRA President, will normally attend, and guests may also attend. The primary purpose of this meeting is to discuss the offices that will become vacant during the current year and brainstorm about possible candidates for these offices. Additionally, new committee members should be introduced, old committee members acknowledged for their service, and any guests should be introduced.

Selection of candidates:

Guidelines for recruitment of candidates for office:

VRA Bylaws, Article II: PRIVILEGES

All Individual members, designated representatives of Institutional members, and Contributing, Patron, Retired, Student, and Honorary Life members shall have the right to vote, hold office, and shall receive the *Bulletin* and the *VRA Members Sourcebook*.

At the annual meeting, the Committee should discuss any and all suggestions for candidates and the pros and cons of various candidacies. Emphasis should be laid on potential candidates' leadership skills, particularly within the context of service to the Association, and professional fitness for the proposed office. Length of membership in the Association is also a factor that should be considered. Committee members should take care to reserve opinions concerning the personal demeanor of a candidate when

determining a candidate's fitness for office. All deliberations of the Committee should be kept confidential at all times.

Recruitment of candidates:

When the Committee has finished its discussion of possible candidates, the Chair should call for volunteers from the Committee to contact potential candidates and ask them if they will consider running for office. While it is desirable to have Committee members volunteer for possible candidates that they know, all names discussed and approved at the meeting should be assigned to a Committee member. It will then be possible for Committee members to begin to contact potential candidates while at the Conference.

All potential candidates not contacted at the Conference should be contacted either by telephone or by email within one month after the end of the Annual Conference. Results of such contacts should be communicated to the Committee membership via the VRANOM-L listserv, currently maintained at Rice University. This will enable all Committee members to easily see the progress of recruitment.

In addition, a Call for Nominations should be issued by the Chair on VRA-L approximately two weeks after the end of the Annual Conference. This Call should also be submitted the VRA Webmaster for inclusion on www.vraweb.org. All members in good standing may suggest candidates by contacting the Chair as outlined in the Call. A sample Call for Nominations is included in the Appendix. In addition, Association members in good standing may self-nominate; that is, volunteer themselves to run for office. They may do this by contacting the Chair of the Nominating Committee directly, either by telephone or by email, to indicate their desire to run.

The Committee should strive for two candidates for each office. If two candidates cannot be found by the end of one month after the end of the Annual Conference, discussion should begin again, on VRANOM-L, to suggest further possibilities. The same criteria apply to candidates suggested in this way as to candidates suggested at the annual meeting: that is, a demonstrated record of leadership experience, especially within the Association, and professional fitness for office. In addition, the same criterion of confidentiality should apply to online discussions.

When a member is contacted to run for office, the Committee member contacting him or her should accommodate any reasonable request for information that the member may convey. This may include: the job description of the office, a list of present and former office-holders with contact information, and answers to any questions about the election process that the potential candidate may have. Job descriptions and terms of office for the Association's elected offices can be found in **Articles IV and V** of the VRA Bylaws, and are also included in the Appendix to this manual.

When a member has agreed to run for office, he or she must submit a biographical statement and statement of goals to be included in the ballot. The Chair of the

Committee should contact the member personally to express the Committee's and membership's thanks, to reiterate the Committee's willingness to answer questions, and to provide guidelines for these statements. A sample set of guidelines is provided in the Appendix. The candidates' statements must be supplied to the Chair by August 1, so that they can be submitted to the Secretary of the Association for inclusion in the ballot by September 1. This date must be considered firm, and should be conveyed to the candidates at the time they agree to run.

The Committee should strive to have a viable slate of candidates by July 1. This will enable the Chair to report on the slate of candidates and the progress of the candidate search in the Committee's Mid-year Report to the Board, and will enable the Board to vote on the slate of candidates in a timely manner. If the Committee has been unable to find at least one candidate for each office by the time of the mid-year meeting, this information should be highlighted in the report.

Timeline for Nominating Committee tasks:

Mid-March-mid-April: VRA Annual conference; Committee meets and the Chair of the Committee submits the Committee's annual report to the membership

One month after Conference end: Target date for all potential candidates agreed upon at the meeting to be contacted and their answers reported to the Committee membership

July 1: Target date for a viable slate of candidates

Mid-July-August 1: VRA Executive Board mid-year meeting; Committee Chair submits mid-year report to Board

August 1: Firm date for all candidates' Biographical Statements and Statements of Goals to be submitted to the Committee Chair

September 1: Final date for all candidates' Biographical Statements and Statements of Goals to be submitted to the VRA Secretary for inclusion in the ballot.

Duties of the Nominating Committee

VRA Bylaws, Article VI, Section 4:

All committee chair and member appointments shall begin at the close of the annual membership meeting. Each committee shall report annually in writing to the membership on the activities of the committee, or more often to the Executive Board as requested by the Executive Board.

The specific duties of the Chair are as follows:

1. To arrange with the Vice President for Conference Program for a day and time for an meeting at the annual VRA Conference, and to communicate this to the committee membership before the conference begins;
2. To convene the meeting and direct the discussion of possible candidates, to keep notes on possible candidates, to call for volunteers to contact potential candidates;
3. To post a call for nominations on the VRA-L listserv and to send an identical call to the VRA webmaster for posting on vraweb.org no more than two weeks after the end of the annual conference, and to resubmit the call to the listserv as needed
4. To keep track of potential candidates solicited and their answers;
5. To contact candidates personally with contact information and answers to any questions they may ask;
6. To forward guidelines for a Biographical Statement and Statement of Goals to candidates, to emphasize the August 1 return date, and to forward this to the VRA Secretary for inclusion in the official ballot by September 1;
7. To write and submit first to the Committee and then to the VRA Executive Board a Semi-Annual Report detailing the Committee's activities in time for the Executive Board's Mid-year meeting;
8. To recruit an Elections Teller from among the members of the Committee;
9. To compile and submit to the VRA Executive Board a final slate of candidates for the offices to be vacated;
10. To write and submit first to the Committee and then to the Executive Board an Annual Report detailing the Committee's activities for the year;
11. To read this report to the membership at the Business Meeting of the Annual Conference.

The specific duties of the members of the Committee are as follows:

1. To attend the meeting of the Committee at the annual Conference;
2. To suggest names of potential candidates, to honestly assess their potential merit as officers, and to volunteer to contact potential candidates;
3. To contact potential candidates, provide them with any preliminary information they may require to help them to make a decision, and to report on the result to the Committee Chair;
4. To read and respond to the Semi-Annual and Annual Reports before the Chair submits them to the VRA Executive Board.

The specific duties of the Elections Teller are as follows:

1. To recruit a second Teller who is a member of the VRA to assist with the counting of ballots;
2. To provide an address to which ballots can be mailed for inclusion on the official ballot;
3. To count ballots in the presence of the second Teller and to report the results to the Chair of the Committee and to the VRA Executive Board in a timely manner after the official close of the voting period;
4. To destroy all ballots after the count has been accepted by the Board.

Appendix

Sample Call for Nominations

NOMINATIONS SOUGHT FOR 2006 VRA EXECUTIVE BOARD ELECTIONS

Three key positions on the VRA Executive Board - President Elect, Vice-President for Conference Programs, and Secretary - come vacant at the 2007 annual conference. The Nominating Committee, chaired by Ann Burns, University of Virginia, is actively seeking nominations for these positions. Running for office is an excellent way to serve the Visual Resources Association, get to know more of your colleagues in the field, and give yourself an opportunity to grow professionally. If you are interested in serving on the VRA Executive Board please feel free to contact any previous officers; they would be happy to share their experiences and reflections of their time in office. The Committee encourages members to place themselves, or other qualified individuals, in consideration for nomination by contacting the Chair.

For the first year the President Elect performs such duties as the President may assign until taking over the office as President. The President serves as the executive officer of the organization, oversees and coordinates the activities of the other officers and the committees, convenes the VRA Executive Board meetings, and represents the organization. The Vice President for Conference Programs serves as program coordinator for the annual conference, working with the Vice President for Conference Arrangements, the Secretary and the Public Relations and Communications Officer. The Secretary is in charge of conference pre-registration, keeps minutes of all VRA meetings and handles other official paperwork for the organization.

For more detailed information please consult Articles III, IV, and V of the VRA Bylaws, which can be found on the VRA website (direct URL: <http://vraweb.org/bylaws.html>). If you have further questions please feel free to contact: Ann Burns, Chair, VRA 2006 Nominating Committee, Fiske Kimball Fine Arts Library, University of Virginia, P. O. Box 400131, Charlottesville, VA 22904, phone: 434-924-6606, e-mail: arb5w@virginia.edu

Guidelines and Sample Biographical Statement and Statement of Goals

Guidelines:

- *first paragraph should be a biographical statement written in third person.
- *second paragraph should be a goals statement written in first person.
- *whole document should be between 1/2 to 1 page in length (based on using 10-point lettering size, single-spaced).

Sample written biography and goals statement:

Jeanne Keefe, Candidate for Vice President

Visual Resources Librarian, Architecture Library
Rensselaer Polytechnic Institute

Biographical Note:

Jeanne M. Keefe is the Visual Resources Librarian at the Architecture Library of Rensselaer Polytechnic Institute in Troy, New York. From 1980 to 1984, she was the Associate Archivist for the American Architectural Photographic Archives Project, also based at Rensselaer, and from 1984 to 2000, she was the Slide Curator for Rensselaer's Architecture Library. Jeanne received her BA in Art History and Museum Studies from Russell Sage College in 1980, and an MS in Science and Technology Studies from Rensselaer in 1988, and an MLS from the School of Information Science Policy at the University of Albany (SUNY) in 1998.

Ms. Keefe has been active in VRA for many years and was instrumental in founding and organizing the VRA Upstate New York Chapter. She is currently serving as President of that chapter. Over the past 15 years she has presented several papers at both the ARLIS and VRA national conferences. She has also authored articles which were subsequently published in/ *Library Trends*/, Spring 1990,/ *Beyond the Book: Extending MARC for Subject Access*/, edited by P. Molholt & T. Morrison, G.K. Hall, 1990, and for the/ *ArtMARC Sourcebook*/, edited by L. McRae & Lynda S. White, ARLIS & ALA, 1998.

Statement of Personal Goals as Vice President

Throughout my many years of membership in VRA, thanks to the support of VRA members and colleagues both national and local, I have been able to explore and learn what it means to be a VR professional and how to survive and advance in this ever-changing technological landscape. Through their example VRA members have set the standards high and, with their organizational support and encouragement, have provided the collective experience and professional expertise needed by those of us who work in professional and social isolation. Through their conferences, workshops and publications, they have provided us with the educational and technical information we need to stay informed and competitive.

I think it is time for me to give something back to VRA for all the many benefits I have received, and I also feel that I can make valuable and important contributions if elected to this position, particularly with regard to the planning and organization of the national conference. Because I have been involved at the highest level in all aspects of planning for two national medical conferences (and the subsequent publication of research papers), I think that experience would be very useful if I were elected to this position.

While I know that I risk becoming the "Susan Lucci of VRA elections", I believe if elected I can make meaningful contributions towards reaching our goals.

Sample Mid-year Report to the VRA Executive Board:

VRA Nominating Committee, 2006-2007

Ann R. F. Burns, Chair

June 30, 2006

VRA Mid-year Report

Current Charge :

The committee's charge was to nominate a slate of candidates to run for the offices of President-Elect, Vice President for Conference Program, and Secretary; to prepare the candidates' statements and a ballot for submission to the membership with approval by the President; to monitor the balloting; and to notify the VRA Executive Board of the results.

Accomplishments:

The Nominating Committee met on March 9, 2006, during the VRA Conference in Baltimore, Maryland. In attendance were: VRA President Macie Hall, Nominating Committee Chair Carolyn Lucarelli, Ann Burns, Mark Pompelia, and Martine Sherrill. At this meeting Carolyn Lucarelli stepped down from the Chair position and Ann Burns took this position. At a later time during the conference, Jenni Rodda volunteered to join the committee, which brought the membership to five members in compliance with the newly revised VRA Bylaws, which states, under Article III: Nomination and Election of Officers, Section 1, "The VRA Executive Board shall appoint a Nominating Committee and its Chairperson by June 2 of each year. The committee shall consist of at least three and no more than five members."

At this meeting, we formed a preliminary list of prospective nominees. Some people were contacted at the conference and others were contacted by telephone and email after the committee members returned home.

On March 24, 2006, a call for nominations for the three positions was sent to the VRA listserv. A similar call was sent also to Web Editor Amy McKenna to be included on the VRA website.

We have two confirmed candidates for two positions to date:

For the position of President-Elect, Ed Teague (University of Oregon) and Allan Kohl (Minneapolis College of Art and Design) have agreed to run.

For the position of Secretary, Steven Kowalik (Hunter College/CUNY) and Jolene de Verges (Smith College) have agreed to run.

For the position of Vice-President-Conference Programs, we do not yet have candidates.

The following people were contacted about running for President-Elect, and have declined:

Linda McRae
John Taormina

Sherman Clarke
Betsy Peck Learned

The following people were contacted about running for Vice President for Conference Programs, and have declined:

Betha Whitlow
Jeannette Mills
Jaqui Allen
Megan Battey

Jackie Spafford was interested, but felt that her co-Chairship of the Travel Awards Committee and the Chairmanship of the Southern California VRA Chapter, as well as her involvement with planning for the 2009 VRA Conference in Toronto and certain personal commitments, make it impossible to run at this time.

Karl Cole has been contacted about the Vice-Presidency, but has not given his answer yet.

The following people were contacted about running for Secretary, and have declined:

Linda Reynolds

Miranda Howard (Haddock) was contacted about running for Secretary, but never responded.

Goals:

At this point, the committee's goals are to find two candidates to run for Vice President for Conference Programs. We would like to have two candidates for this position as we have for the past several elections.

The four candidates who have agreed to run in this year's election have been given a deadline of July 30, 2006, for presenting their biographies and goals statements to Nominating Committee Chair Ann Burns. Ann will then format the statements and submit them to VRA President Macie Hall by September 2.

Mark Pompelia will act as teller for the 2005 election. His address is:

Mark Pompelia
Art History MS 21
Rice University
PO Box 1892
Houston TX 77251-1892

Kathleen Hamilton (also at Rice University) has agreed to act as second teller to fulfill the rules of the VRA Bylaws, Article III, Section 4, which states that two members of the Association appointed by the Nominating Committee Chair must simultaneously count the ballots and then report the results to the President.

Board Action Requested:

Budget Request:

<u>Description</u>	<u>Amount</u>

List of Committee Members:

Ann Burns, University of Virginia
Carolyn Lucarelli, The Pennsylvania State University
Mark Pompelia, Rice University
Jenni Rodda, New York University
Martine Sherrill, Wake Forest University

Respectfully submitted,

Ann Burns
Nominating Committee Chair

Sample Annual Report to the VRA Executive Board:

**VRA Nominating Committee
Carolyn Lucarelli, Committee Chair
February 9, 2005
Annual Report**

Current Charge:

The committee's charge was to nominate a slate of candidates (two for each office) to run for the offices of President Elect, Vice President for Conference Programs, and Secretary; to prepare the candidates statements and a ballot for submission to the membership with approval by the President; to monitor the balloting; and to notify the VRA Executive Board of the election results.

Accomplishments:

The Nominating Committee met on March 11, 2004, during the VRA Conference in Portland. In attendance were: VRA Public Relations and Communications Officer Christine Hilker, Nominating Committee Chair Carolyn Lucarelli, Phyllis Pivorun, and Martine Sherrill. Committee members absent were: Lise Hawkos, Sheryl Frisch, Laura Ponikvar, and Ann Burns.

At this meeting, we formed a preliminary list of prospective nominees. Some people were contacted at the conference and others were contacted by telephone and email after the committee members returned home.

On March 29, 2004, a call for nominations for the three positions was sent to the VRA listserv, and also to Astrid Otey to be included on the VRA website.

By mid-May 2004, the VRA Executive Board had approved two candidates each for the position of President Elect, Vice President for Conference Programs, and Secretary. These were:

For the position of President Elect: John Taormina (Duke University) and Virginia M. G. Hall (Johns Hopkins University).

For the position of Vice President for Conference Programs: Betha Whitlow (Washington University, St. Louis) and Marcia Focht (Binghamton University).

For the position of Secretary: Elizabeth Gushee (University of Virginia) and Linda Reynolds (Williams College).

All candidates' statements were collected by mid-August and forwarded to Secretary Margo Ballantyne who prepared the ballot. Laura Ponikvar (Cleveland Institute of Art) and Sara Jane Pearman (Cleveland Museum of Art) acted as tellers and reported the results of the election on October 13, 2004, directly to President Kathe Albrecht. There were a total of 188 ballots

received with three foreign ballots. Eight were postmarked past the deadline, one was blank, and one had a note indicating that the person wished to abstain in all three categories.

The results of the election were as follows: Virginia M. G. Hall was elected as President Elect, Betha Whitlow was elected as Vice President for Conference Programs, and Linda Reynolds was elected as Secretary.

Goals:

The Nominating Committee has met its goal for 2004-2005. We are pleased to have presented such a fine slate of nominees to the VRA membership for this election, and we thank them for their service to this organization.

Board Action Requested:

N/A

Budget Request:

N/A

List of Committee Members (cite names and Institutions):

Carolyn Lucarelli, The Pennsylvania State University
Ann R. F. Burns, University of Virginia
Sheryl C. Frisch, California Polytechnic State University
Lise Hawkos, Arizona State University
Phyllis Pivorun, Clemson University
Laura M. Ponikvar, Cleveland Institute of Art
Martine Sherrill, Wake Forest University

Respectfully submitted,

Carolyn Lucarelli
VRA Nominating Committee Chair

VRA Bylaws, ARTICLE IV: TERMS OF OFFICE

Section 1. The President-Elect shall serve the first year after the election as President-Elect, the second and third years as President.

Section 2: The term of office of Vice President for Conference Arrangements shall be two years, in alternating elections with the Vice President for Conference Program.

Section 3. The term of office of Vice President for Conference Program shall be two years, in alternating elections with the Vice President for Conference Arrangements.

Section 4. The term of office of the Secretary shall be two years.

Section 5. The term of office of the Treasurer shall be two years.

Section 6. The term of office of the Public Relations and Communications Officer shall be two years.

Section 7. The terms of office shall begin immediately following the close of the official annual membership meeting of the Association.

VRA Bylaws, ARTICLE V: DUTIES OF OFFICERS

Section 1. The President shall be the chief executive officer of the Association. The President shall have control over the affairs of the Association, subject to the approval of the Executive Board. Upon completion of the two-year term, the President shall step down from the Executive Board, but serve immediately for one year as Past President in an advisory, honorary role

Section 2. The President-Elect shall perform such duties as the President may assign, and, in the event of the inability of the President to serve, shall act as chief executive officer.

Section 3. The Vice President for Conference Arrangements shall negotiate all on-site contracts for the Association's annual conference, coordinate all local arrangements and special events, and will work in conjunction with the local arrangements committee and the Vice President for Conference Program to implement the conference.

Section 4. The Vice President for Conference Program shall coordinate the development of the entire program of sessions, seminars, and workshops to be held at the Association's annual conference, and will work in conjunction with the

local arrangements committee and the Vice President for Conference Arrangements to implement the annual conference.

Section 5. The Secretary shall be responsible for keeping the official minutes of the Association's annual membership meeting, the official minutes of the Executive Board meetings, the VRA Officers Policies and Procedures Manual. This officer shall also be responsible for collecting and distributing reports for the Executive Board meetings, for handling registration for the Association's annual conference, and for handling any correspondence required. In addition the Secretary shall act as teller for balloting for proposals of affiliation and/or amendments to the Constitution and Bylaws.

Section 6. The Treasurer shall be responsible for the financial accounts of the Association, including sales, income, and expenditures. In an official publication of the Association, the Treasurer shall present a financial statement for the previous fiscal year. The Treasurer shall cooperate with a partial audit that will be done every two years, and with a full independent audit as stipulated by the Executive Board in order to assure fiscal responsibility.

Section 7. The Public Relations and Communications Officer shall be responsible for overseeing Association publications, facilitating communication within the organization, and developing and maintaining the Association's public relations program.

Section 8. All officers must submit written reports as frequently as required by the Executive Board.