

KDLA – May 2015 – Trustee Tip of the Month

Filling Board Vacancies

Choosing new trustees to fill board vacancies is one of your most important duties as a public library trustee. While the criteria your library uses to select potential trustees may vary from library to library, for most libraries, the process of filling a board vacancy is similar for most libraries, and follows the steps below:

Refer to Library Policy to Select Nominees (One Year to Six Months Before the Vacancy)

Libraries take many factors into consideration when selecting new trustees – geographic, demographic, and professional attributes are some common factors. Many libraries have board policies that delineate these factors and further direct the selection of new trustees. Follow your trustee nomination/selection policy to find potential trustees, and if no policy exists, consider creating one to ensure your board of trustees is a true representation of your library's community.

Contact Potential Nominees (Four Months Before the Vacancy)

Two names must be submitted for nomination for each board vacancy, even if an existing board member can be nominated for another term. Before voting and submitting names to KDLA, contact potential nominees to determine whether they are interested and able to serve.

Vote to Nominate Trustees (Three Months Before the Vacancy)

Library boards must **vote to nominate two names to fill each board vacancy**. Even when a trustee is eligible to serve for another term, two names (including the serving trustee, if applicable) must be brought to vote. In order to submit nominations in a timely fashion, it is recommended that library boards vote on two names three months before the trustee term expiration.

Submit Nominations to KDLA (Three Months Before the Vacancy)

Statute require most nominations to be sent to the County Judge Executive 60 days in advance of the trustee term expiration; as library board nominations must be sent to KDLA before going to the County Judge Executive, KDLA asks that boards submit nominations at least 65 days before the term expiration date. The library director can submit nominees using the online [Trustee Nomination form](#) on KDLA's website.

Disclaimer: This Trustee Tip is not meant as legal advice. If you feel you need legal advice, please consult an attorney.