

**Section I: Management Policies**

---

**Title: Election of Trustees**

**Revised: September 10, 2018**

Trustee elections shall be conducted according to the Illinois Election Code and Public Library District Act (75 ILCS 16/30-10) and the Lake Villa District Library Election of Trustees Policy.

In an effort to ensure the library district constituents have the most qualified members of the community serving as trustees, the following procedures have been established.

The Library Director and/or designated staff will promote the upcoming election of library trustees:

- When the library is notified by the Lake County Clerk of the petition packet process, election notices shall be placed in local newspapers; posted on the library lobby bulletin board and announced in two consecutive editions of the library newsletter.
- At [www.lvdl.org](http://www.lvdl.org), there will be a link to a page with the details of the election, requirements and procedures for becoming a candidate, a description of the duties and responsibilities of a trustee, and contact details for questions or comments.
- The board will host two public meetings in conjunction with the monthly board meetings to give a brief overview of the activities of the library, the role of the trustee and relationship to the staff, an explanation of the library trustee election process, and the petitions for nomination.

**Date Adopted: June 28, 2010**