

**Section I: Management Policies**

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**Title: Election of Trustees****Date Adopted: June 28, 2010    Revised: December 12, 2011**

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

**Background:**

It is desirable that the library and its constituents have the most qualified members of the community serving as trustees. The following procedure is implemented in the interest of attracting qualified candidates.

**Policy:**

The Library Director and/or designated staff shall place successive multiple notices advertising upcoming election of library trustees. Six weeks prior to the beginning of the petition process, election notices shall be placed in the same press releases as the library meeting notices, and conspicuously in the library foyer and two consecutive editions of the Library newsletter. The library Web site home page will have a link to a page enumerating the details of the election, a general description of the duties and responsibilities of a trustee, the requirements and procedures for becoming a candidate, links to the relevant State of Illinois statutes, and contact details for questions or comments

The board will host two public meetings in conjunction with the twice-monthly board meetings held. The first, prior to the time petitions are made available to those persons desiring to become a candidate, and the second during the petition circulation period. The presentation will include 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. The board president or their designee will officiate, and all trustees are encouraged to participate as well as library supervisory staff.

June 28, 2010