

## **PCC Elections: Guidelines for the Nominating Committee**

**Values:** We encourage diversity in candidates from a wide range of backgrounds, libraries, and experiences. We deliberately seek and strongly encourage interest from underrepresented groups including but not limited to Black, Indigenous, and other people of color, LGBTQIA+ community, people with disabilities, religious diversity, etc. We also strongly encourage interest from those working in public, school, and special libraries, and libraries outside of the United States.

The PCC Nominating Committee consists of the Chair-Elect (acting as Chair of the Nominating Committee), the Past Chair, and one other member of the PCC Policy Committee selected by the Chair-Elect. The PCC Nominating Committee is formed in mid-January.

The Secretariat informs the Chair of the Nominating Committee of the number of at-large positions to be filled on the Policy Committee by February 1st of each year. The number of candidates selected to run in each election for these open positions is at the discretion of the Nominating Committee.

The committee identifies representatives from active full-, associate-, or funnel-level PCC institutions for candidacy to the Policy Committee. The committee may also put out a call for nominations on the PCC and Policy Committee listserv as well as from standing and advisory committee members. Include text in the email to explain what PoCo membership means and what PoCo and other committees have accomplished recently, as well as what time commitment is required to serve on PoCo.

Candidates who hold policy-setting positions or participate in policy-setting committees at PCC-member institutions are preferred for PoCo, but all candidates from PCC-member institutions are encouraged to self-nominate or be nominated by others. Examples of such positions include but are not limited to: heads, directors, coordinators, or managers of technical services, metadata services, cataloging departments, or units. Examples of such committees may include cataloging or metadata policy committees in general or for different types of resources.

The Nominating Committee should consider the needs of the PCC Strategic Plan in choosing candidates.

The Secretariat provides the Nominating Committee with a spreadsheet containing the history of past election candidates for the committee's information.

The Nominating Committee contacts prospective candidates to brief them on the duties of the Policy Committee and to ascertain their willingness to serve. Prospective candidates should be directed to the [Guidelines for Elected Representatives to the PCC Policy Committee](#).

The Nominating Committee will confirm the slate of candidates by the end of March and inform the PCC Steering Committee. After Steering approval, the Nominating Committee will then notify the Policy Committee and the Secretariat of the slate.

The Secretariat will send each candidate a biography form (see page 4 below). The form is used to provide brief biographical data, selected professional activities, areas of interest, and a brief statement of what the person thinks they are able to contribute to the Policy Committee. The forms are compiled and loaded into the PCC Directory for voters to view before casting their ballot.

The Secretariat will configure the election in the PCC Directory in April. When the Secretariat opens the election at the beginning of May, contacts listed in PCC Directory profiles will receive an email notifying them that the election is open and that library directors (or equivalent officers) may cast their votes. Full-level and associate-level institutions are eligible to vote and each may cast one ballot. Funnel coordinators from the various PCC programs will each cast a single ballot on behalf of the members of the funnel they coordinate.

### **Task Timeline for PCC Elections**

<b>Time Frame</b>	<b>Task Required for Every Step</b>	<b>Who</b>
January	PCC appoints Past Chair and Chair-Elect as Nominating Committee; Chair-Elect recruits another member from PoCo.	PCC Steering Committee
By February 1st	Secretariat informs Nominating Committee of the number of at-large vacancies on PoCo.	Secretariat
February-March	Nominating Committee recruits candidates.	Nominating Committee
March 30	Nominating Committee informs PCC Steering Committee of slate of PoCo candidates.	Nominating Committee
March 31	Nominating Committee informs PoCo and the Secretariat of the slate of PoCo candidates.	Nominating Committee
April (1st week)	Secretariat requests bio info from candidates.	Secretariat
April (2nd week)	Secretariat collects bio info from candidates.	Secretariat
April (3rd week)	Secretariat prepares candidate statements, sample ballot, and configures the election in the PCC Directory.	Secretariat

May 1st	Secretariat opens the election in the PCC Directory and institution contacts receive notice that the election has begun.	Secretariat
May 15th	Secretariat generates a reminder email to PCC representatives about PCC election deadline	Secretariat
May 29	Secretariat announces end of election.	Secretariat
June 1	Secretariat reports election results to PCC Chair.	Secretariat
June 1	PCC Chair notifies all candidates of results.	PCC Chair
June 15 or mid-month	PCC Chair announces election results to PoCo and then to the PCC community.	PCC Chair
June (ALA Annual)	Secretariat includes selection of new Chair-Elect on PCC Steering Committee agenda.	Secretariat
July- October	PCC Chair-Elect informs PoCo of the new Chair-Elect in advance of the PoCo Annual Meeting.	PCC Chair-Elect
Prior to October	Once approved, PCC Chair-Elect announces the new Chair-Elect on the PCC list.	PCC Chair-Elect
October 1	Secretariat updates PoCo on Web site to include new electees to PoCo.	Secretariat

## Candidate Bio: At-Large Representative to PCC Policy Committee

Thank you for agreeing to stand as a candidate in the upcoming PCC Election. Voters wish to know about your qualifications and your interest in serving on the PCC Policy Committee as an At-Large Representative.

Please complete this form and return it to [coop@loc.gov](mailto:coop@loc.gov) by \_\_\_\_\_. Note: The ballot will not be able to accommodate a separate résumé or CV from candidates.

Name:

Current Position:

Department:

Institution:

Email Address:

Link (URL) for your photo or web page (optional):

PCC Program Affiliation(s):

*[Indicate which of the four PCC programs your institution participates in - NACO, BIBCO, CONSER, and/or SACO. Optionally, also list any PCC funnels that your institution participates in]*

Selected Professional Activities:

*[Please provide a concise list of your relevant professional activities]*

Areas of Interest:

*[Examples: metadata roles and applications, standards, training, documentation, etc.]*

Statement:

*[Please state briefly what you would be able to contribute to the PCC Policy Committee]*