

# Appointment and Re-Appointment to the FOSL Board

## Purpose

This document describes the procedure by which new members are appointed to the Friends of the Sisters Library (FOSL) Board. It also describes the procedure by which current FOSL Board members whose term has expired may be re-appointed to another term.

## Appointment to the FOSL Board.

A. Persons interested in becoming a member of the FOSL board must fill out a FOSL Prospective Board Member Application, and submit the application to the FOSL Board President.

***Note:** Article VI Section 3 of The Friends of the Sisters Library Bylaws states: "New board members must become general FOSL members (if not already) upon joining the board."*

B. The President shall review the application for completeness and may contact the applicant for clarification or more information if needed.

*In considering an applicant, the President and the FOSL Board are interested in members that have experience and/or an interest in libraries, enjoy volunteering in the Sisters community, that have a skill or talent that would be useful in accomplishing the activities and goals of the FOSL Board, and have a desire to serve on one or more of the active board committees.*

1. The President shall invite the prospective applicant to the next board meeting and request that the FOSL Board Secretary add the applicant to the agenda as a guest at the meeting.

2. The President shall send copies of the application to all of the members of the board for their review prior to the meeting.

C. At the board meeting, the President shall introduce the applicant to the board and give the applicant an overall introduction to the Friends of the Sisters Library, including the relationship the Friends have with the Sisters Library and the Deschutes Public Library System.

1. The President shall invite any questions that members may have for the applicant, and also any questions the applicant may have for the board.

2. The applicant may stay for the entire meeting. At the end of the meeting, before adjournment, the applicant will be asked to leave so the board can discuss the application, and vote on whether to appoint the applicant as a board member or not. A simple majority is required for appointment.

D. The President shall notify the applicant whether he/she has been appointed or not. If appointed, the applicant shall be considered a member of the board for a 3 year term from the date of appointment, and expected to attend all future board meetings.

### **Re-appointment to the FOSL Board.**

A. Any FOSL Board member may request to be re-appointed for another 3 year term after their current term has expired.

1. Requests shall be submitted to the Secretary in writing before or at a regular board meeting at least one month prior to the end of the current term.

2. Approval of the re-appointment shall be made by a simple majority vote at the board meeting.

B. The Secretary will track all board member term dates, and notify members at least 35 days prior to the expiration of their term.

### **Records**

A. Changes and or updates recommended by the Nominating Committee to the existing FOSL Prospective Board Member Application form, shall be approved and implemented by the Executive Board.. A copy of the latest version of the application shall be kept by the Secretary and posted on the FOSL web site.

B. Changes and or updates to this procedure recommended by the Nominating Committee shall be approved and implemented by the Executive Board. A copy of the latest version of this procedure shall be kept by the Secretary and posted on the FOSL web site.