



## **Procedures for filling Board vacancies between elections**

When a RAILS Board of Directors seat becomes vacant between regular Board elections, the following process will be used to fill the vacancy:

1. RAILS staff will advertise the vacancy to RAILS members and seek replacement candidates. Eligible candidates will be limited to those who fit the criteria of the seat vacated (i.e., public library trustee, school library seat, etc.)
2. Candidates will provide to RAILS staff a resume or summary of their experience relevant to the RAILS Board position, and a paragraph of 100 words or less stating why they are interested in serving on the RAILS Board.
3. The RAILS Executive Committee will meet to review the candidates' resumes and statements.
4. Criteria to be used in selecting an individual to fill a vacant Board seat include:
  - Current geographical representation on the RAILS Board
  - Current representation of different sizes of libraries on the RAILS Board
  - Experience of the candidate in libraries and related organizations
  - Unique skills and talents of candidates compared to skills and talents of current Board members.
5. The Executive Committee will recommend a candidate to the full Board for approval.
6. Interviews of candidates may be held, and additional criteria may be considered as appropriate.

Approved by RAILS Board February 28, 2014