

C.O.L.T
Council of Library Teens
Election Bylaws
Drafted 3/06

Elections for C.O.L.T board shall be held during the May meeting.
Notification of upcoming Election should be brought up during the March Meeting

Posts and tasks for the board are as follows:

President:

- Shall be at a minimum of seven (7) meetings. All absences shall include a notification to the advisor and/or Vice President.
- He/she shall run the meetings from start to finish making sure all agenda subjects are discussed and order is maintained.
- He/she shall make an agenda previous to the mentioned meeting.
- He/she shall attend as many teen programs as possible to assist in said program.

Vice President:

- The Vice President should attend seven (7) meetings. All absences shall include a notification to the advisor and/or President
- He/she shall replace the President as well as secretary if there is an absence from either.
- He/she shall also attend as many teen programs as possible to assist in said program.
- He/she shall also help set up each meeting of the C.O.L.T.

Secretary:

- The secretary should attend every meeting unless notification is given to the advisor and/or President.
 - During said meetings the Secretary shall take minutes on all subjects listed on the agenda.
 - The minutes shall be sent to the advisor, to be dispersed via e-mail, within two (2) weeks of said meeting.
 - If there is a reason why the minutes cannot be completed by the secretary, notice should be give to the Vice President so he/she can complete them.
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- C.O.L.T members shall bring up any additional Posts or Tasks before the election for voting and/or verification.
 - Each C.O.L.T member can only run for one post per year.
 - Any running candidate may vote for his or herself.

Running Requirements:

President: Must have been a C.O.L.T member for at least one (1) full year.

Vice President: Must have been a C.O.L.T member for at least one (1) full year.

Secretary: Must be able to take notes, edit and type minutes.

When running for an office all possible candidates must inform the group via speech, why they want to be on the board.

All elections should use the following Ballot shown below:

<p style="text-align: center;"><u>2006 C.O.L.T Election</u></p> <p>President:</p> <p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Name</p> <p>Vice President:</p> <p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Name</p> <p>Secretary:</p> <p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Name</p>
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- Announcement of election outcome shall take place immediately following the election.
- Elected individuals are on the board until the following May at which point they may chose to run for reelection.
- If for any reason a board member drops out of his or her place an “emergency election” may take place but the Vice-President shall become President unless he/she chooses otherwise.