

Date: July 17, 2012 (revised 7/24/12)

American Library Association  
2013 Election Schedule

	DATE	ACTION BY	ACTION	ADDITIONAL DETAIL
1.	5/14/12	SBS	Open Bio-App	For Officers and Petition Candidates.
2.	5/14/12	SBS	Open Bio-App	For DSRs.
3.	10/15/12- 2/15/13	PIO	Election Awareness Campaign	Mark Gould & Steve Zalusky work with JoAnne Kempf – Press Releases, Ads, ETC.
4.	10/15/12- 4/05/13	MEMBERS	Members request for Paper Ballots	Paper Ballots will be provided to those who are homebound and have no Internet Access.
5.	11/30/12	SBS	Close Bio-App	For ACRL Ballots 5-22.
6.	12/14/12	SBS	Close Bio-App	For Officer Ballot 00 – <b><i>NOMINATED COUNCIL ONLY. PETITION REMAINS OPEN.</i></b>
7.	12/28/12	EXECUTIVE OFFICE	Furnish master list of nominated candidates with Bios.	JoAnne Kempf to submit official list of Nominated ALA Officers/Council, in Alpha order, and Bios to SBS on or before 12-28-12 (Proofed, final for Web).
8.	1/25/13- 1/29/13	ALA	ALA Midwinter Meeting – Seattle, WA	
9.	2/04/13	SBS	Close Bio-App	For Petition Candidates for ALA Officers and Council.
10.	2/04/13	SBS	Close Bio-App	For DSRs.
11.	2/06/13	DSRs	Complete Candidate Bios	DSRs to submit final Candidate Bios to JoAnne Kempf and Lois Ann Gregory-Wood – proofread and in proper format.

12.	2/12/13	EXECUTIVE OFFICE	Furnish a revised master list of nominated and petition candidates	JoAnne Kempf to furnish a master list of approved candidates for President-Elect, Council and Petition Council (including Petition Candidates with Bios). To SBS.
13.	2/12/13	EXECUTIVE OFFICE	Furnish text for Constitution/Bylaws	JoAnne Kempf to furnish text for the ALA Constitution and Bylaws Amendments to SBS.
14.	2/12/13	EXECUTIVE OFFICE	Furnish complete DSR Candidate bios.	JoAnne Kempf and Lois Ann Gregory-Wood to furnish all DSR Candidate bios to SBS.
15.	2/15/13	ITTS	Transmit eligible voting member file	Irene Marquez and Jim Kanis transmit database of voting members to SBS of members in good standing as of 1/31/13, ONE TRANSMITTAL ONLY.
16.	2/25/13	SBS	E-mail Test	SBS to conduct <u>E-mail Test</u> and report the number of e-mail bounces to JoAnne Kempf and Lois Ann Gregory-Wood with detail to MACS. All bounce backs and duplicated e-mail addresses will be mailed credentials, USPS 3/18/13.
17.	3/05/13-3/08/13	ALA LIAISONS & EXECUTIVE OFFICE	SBS Transmits Web Review Web Ballot by all ALA Liaisons	ALA to review web ballot – This is a <u>Review only</u> step to ensure content on the web ballots matches text furnished. During the review, any errors or inaccuracies should be documented and provided to JoAnne Kempf and Lois Ann Gregory-Wood for Officers, Council, Divisions and Round Tables. The Election Committee will review for information purposes only.
18.	3/08/13	ELECTION LIAISONS	Final approval of Web Ballots	JoAnne Kempf and Lois Ann Gregory-Wood to provide SBS with final approval of their Web Ballots.

19.	3/15/13	SBS	SBS Delivers Candidate/State report.	To JoAnne Kempf and Lois Ann Gregory-Wood for Michael Dowling, Chapter Relations Office.
20.	3/18/13	SBS	Look and View Website	SBS to maintain scheduled/actual mail date report for MACS. (For paper and Web Voters). SBS will set up website that will allow ALA the ability to look up a single member and check the status.
21.	3/19/13- starts 9:00 a.m.- 3/21/13- ends at 9:00 a.m.	SBS	Announce Opening Of Polls	<u>Broadcast email announcing that the election polls are open</u> (members #, pass code, and instructions will be furnished). This will be accomplished in 48 hours. Bounce backs and members without email addresses will be sent credentials via USPS 3-21-13. Report number of bounces to JoAnne Kempf and Lois Ann Gregory-Wood and details to MACS.
22.	3/25/13	SBS	Deliver voting statistics	Beginning on 3/25/13, SBS will supply a report outlining the following information: ballots distributed, total votes, total eligible voters and response rate. This will be broken down by web and paper and also compared to the 2012 Election data. The report will be emailed to JoAnne Kempf and Lois Ann Gregory-Wood on a daily basis.
23.	4/09/13	SBS	Paper Ballots	Final day to mail paper ballots to members with disabilities and no Internet access.
24.	4/09/13- 4/11/13	SBS	Email reminder #1	<u>1<sup>ST</sup> email reminder</u> to members who have not entered their ballot or have parked ballots. This will be accomplished in 48 hours. ALA to furnish Member Friendly Text. Text will include information that members need to submit their ballot(s) in order for their vote to be counted.
25.	4/19/13	SBS	Final email reminder	<u>Final email reminders</u> to those who have parked and not submitted their ballots, letting them know that their votes won't count unless they go back and submit their votes.
26.	4/26/13	SBS	Polls close on Friday @ 11:59 PM CST	
27.	5/02/13	SBS	Write-in Candidate	Furnish names only, to verify members in good standing.
28.	5/03/13	ELECTION COMMITTEE	Meeting	Election Committee Meeting at ALA Offices in Chicago to Certify the Election Results. Starting with the 2008 election and forward, the Election Committee shall meet on the Friday before the first Monday in May.

29.		SBS	FURNISH REPORTS	<p>REPORTS FROM SBS</p> <ul style="list-style-type: none"> <li>• Duplicate Candidate: 3/18/13</li> <li>• Email Bounce Report from the: 2/22/13 Test</li> <li>• Candidate State Report: 3/15/13</li> <li>• Email Bounce Report from the: 3/18/13 - 3/20/13 Blast</li> <li>• Daily Voting Statistic, begin: 3/22/13</li> <li>• Write-in Candidates Report: 5/01/13</li> <li>• Parked Ballots: 5/03/13</li> <li>• Outside Audit Report: 5/03/13</li> <li>• Election "Official Results" 5/03/13</li> <li>• Write-Ins Reports: 5/03/13</li> <li>• Member Voting Statistics vs. Previous Yrs. From 1970 -2012, 5/03/13</li> <li>• Election response rate by ballot: 5/03/13</li> <li>• Complete archive ballot material on CD: 5/03/13</li> <li>• Daily Voting Statistic - Final: 5/03/13</li> <li>• Daily Voting Statistics Graphs: 5/03/13 <ul style="list-style-type: none"> <li>- Web Ballots</li> <li>- Web Voters</li> </ul> </li> <li>• Logged-in Without Action</li> </ul>