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# ALA Memorandum

**DATE:** May 14, 2012  
**FROM:** Keith Michael Fiels, ALA Executive Director  
**RE:** PETITIONS FOR 2013 ELECTIONS

*PETITION CANDIDATES: PLEASE NOTE THAT YOU MAY SUBMIT THE ALA BIOGRAPHICAL INFORMATION/STATEMENT OF PROFESSIONAL CONCERNS FORM BY USING THE ONLINE FORM AVAILABLE AT <https://www.alavote.org/nomination/2013users.html>.*

## INSTRUCTIONS

To appear on the 2013 ballot as a petition candidate for the office of ALA Councilor-at-Large, ALA President-Elect or ALA Treasurer candidates must complete two documents:

**AN ELECTRONIC PETITION FORM IS AVAILABLE AT:** <http://www.ala.org/CFApps/epetition/index.cfm?div=ALA>. No fewer than 25 signatures of ALA current personal members which must be filed **no later than February 4, 2013**. If submitting the petition in paper form, please send the form with original signatures to:

**KEITH MICHAEL FIELDS, EXECUTIVE DIRECTOR  
AMERICAN LIBRARY ASSOCIATION, 50 EAST HURON STREET, CHICAGO, IL 60611**

Please make certain that the signatures on the petitions are legible. ALA must validate each of the required 25 member signatures, so please obtain a printed and written signature, and, if possible, an ALA membership number from each member. You may also wish to obtain more than the minimum 25 signatures as insurance.

**THE BIOGRAPHICAL INFORMATION/STATEMENT OF PROFESSIONAL CONCERNS FORM** must be submitted electronically.

**Electronic submission:** The Petition Candidate Biographical Information Form is available on the ALA Web site beginning **May 15, 2012** at <https://www.alavote.org/nomination/2013users.html>. You will be asked to select a password, which will enable you to return to the form and edit your biographical data and your Statement of Professional Concerns as often as you wish until 9:00 a.m. on **February 4, 2013**. At that time, the database will be locked so that ballot production may begin. Your biographical data and Statement of Professional Concerns as submitted will be used to prepare the ballot for the 2013 election. Additional instructions on the use of the new online biographical form are attached.

**Note:** Election certification will take place on **May 4, 2013**. All candidates will be notified of the results. Copies of the election report will be posted on the ALA Web site after candidates have been notified.

**ALA Bylaws:** No person may be nominated for or serve on the Council unless that person is a personal member of the ALA; no candidate may accept nomination from more than one group. Also, no person shall serve simultaneously as a member of the Council elected by a chapter or a division or a round table and as a member elected by the Association at large."

If you have any questions about this process, please contact JoAnne Kempf, Director, Office of ALA Governance, at [jkempf@ala.org](mailto:jkempf@ala.org) or 1/800-545-2433, Ext. 3212.

*over*

**Nominee form:**

<https://www.alavote.org/nomination/2013users.html>

- 1.) You will see a Self Register link on the first page within the bolded text at the top of the page.
- 2.) Click on the Register link to fill out the registration information and to set your passcode for the Nominee/Candidate process.
- 3.) Once in the Nomination site you will need to select your ballot. Once you have made your selection, click on "GO".
- 4.) Next you will select the office you wish to run for and then click on "GO".
- 5.) The first entry, Display Name, is how you would like your name displayed on the ballot. Once you have filled in your name, click on "Next".
- 6.) When you go to the page with all of the question/categories to fill in, some of the question/categories are required (Current Position, Member Since, and Member ID.). These must be filled in or you will lose your work if you logout or are timed-out. If you try and Save/Preview your work the system will warn you that these fields are required by placing the word Required in RED text next to the field(s).
- 7.) When you go to the page with all of the question/categories to fill in, some of the question/categories have a maximum number of words that are allowed for your entry. If you exceed the word limit in a specific field and logout or are timed-out you will lose your work within that question/category.
- 8.) Once you click "Save/Preview" you will be notified if you exceeded a word limit in any field. Word limits are indicated in each field heading in RED text (Exceeds Word Maximum of ###). These fields must be corrected before you are able to save your entry.
- 9.) You can preview your entries as often as you wish by clicking the "Save/Preview" button. This will show you exactly what you have entered and saved. You should always preview your work before logging out.
- 10.) It is recommended that you PRINT (from the Save/Preview page) AND RETAIN A COPY OF YOUR COMPLETED FORM FOR YOUR RECORDS AND FUTURE USE.
- 11.) If at any time during the process, you run into technical difficulties or have a question, please click on the "Support" button located at the bottom of the page.

**2013 ELECTION  
AMERICAN LIBRARY ASSOCIATION  
P E T I T I O N**

THIS PETITION FORM [ALSO AVAILABLE ELECTRONICALLY AT:

<https://www.ala.org/template.cfm?template=/CFApps/epetition/index.cfm> with the signatures no fewer than 25 ALA current personal members which must be filed with the ALA Executive Director no later than **February 4, 2013**. This petition form must be submitted in hard copy with original signatures to:

Keith Michael Fiels, Executive Director  
American Library Association  
50 East Huron Street  
Chicago, IL 60611

Please make certain that the signatures on the petitions are legible. Illegible signatures will be disqualified. ALA will validate each of the required 25 member signatures, so please obtain a printed and written signature, and, if possible, an ALA membership number from each member. You may also wish to obtain more than the minimum 25 signatures as insurance.

We, the undersigned ALA Members PETITION to add the name of:

***[PLEASE PRINT]:***

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Institution Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

ALA Membership # \_\_\_\_\_

to the ALA Ballot for the position of **ALA PRESIDENT-ELECT** \_\_\_\_\_

ALA COUNCILOR-AT-LARGE \_\_\_\_\_ ALA TREASURER \_\_\_\_\_

In accordance with Bylaw Article III, consent of the proposed nominee is filed herewith by signature or letter.

Nominee's Signature	and	Membership #	
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SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_

1. \_\_\_\_\_ Membership # \_\_\_\_\_

2. \_\_\_\_\_ Membership # \_\_\_\_\_

3. \_\_\_\_\_ Membership # \_\_\_\_\_

4. \_\_\_\_\_ Membership # \_\_\_\_\_

5. \_\_\_\_\_ Membership # \_\_\_\_\_

6. \_\_\_\_\_ Membership # \_\_\_\_\_

7. \_\_\_\_\_ Membership # \_\_\_\_\_

8. \_\_\_\_\_ Membership # \_\_\_\_\_

***ALA PETITION***  
***(continued from previous page)***

Name of Petitioner\_\_\_\_\_

***[PLEASE PRINT]:***

SIGNATURE	PRINTED NAME	
9. _____	_____	Membership # _____
10. _____	_____	Membership # _____
11. _____	_____	Membership # _____
12. _____	_____	Membership # _____
13. _____	_____	Membership # _____
14. _____	_____	Membership # _____
15. _____	_____	Membership # _____
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17. _____	_____	Membership# _____
18. _____	_____	Membership # _____
19. _____	_____	Membership # _____
20. _____	_____	Membership # _____
21. _____	_____	Membership # _____
22. _____	_____	Membership # _____
23. _____	_____	Membership # _____
24. _____	_____	Membership # _____
25. _____	_____	Membership # _____
26. _____	_____	Membership # _____
27. _____	_____	Membership # _____
28. _____	_____	Membership # _____
29. _____	_____	Membership # _____
30. _____	_____	Membership # _____
31. _____	_____	Membership # _____
32. _____	_____	Membership # _____
33. _____	_____	Membership # _____
34. _____	_____	Membership # _____
35. _____	_____	Membership # _____

**PETITION RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_