

INSTRUCTIONS FOR CREATING AN ELECTRONIC PETITION

1. Go to www.ala.org → About ALA → ALA Election Information
2. Scroll down to the link for the Electronic Petition Form

ALA Election Information | American Library Association - Mozilla Firefox

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ALA Election Information | American Library ...

www.ala.org/about.ala/governance/alaelection

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2013 Election Results:

- [President-Elect and Treasurer Candidates \(PDF\)](#)
- [Councilor-at-Large Candidates \(PDF\)](#)
- [Division and Round Table Candidates \(PDF\)](#)
- [Dues Proposal \(PDF\)](#)

Running for Office

The ALA Nominating Committee nominates candidates from among the general membership for the position of president-elect (annually), for the position of treasurer (every three years), and for members-at-large of Council (annually). Individuals who are not selected by the Nominating Committee may run for office by petition. ALA elections are held in the spring of each year with the results announced in early May.

About the Nominations Process

The 2014 Nominating Committee began the work of selecting candidates for the 2014 ALA elections for President-elect, and Councilor-at-Large at the 2013 Midwinter meeting. Any ALA member interested in being considered by the Nominating Committee must complete the Potential Candidate Biographical Form at <https://www.alavote.org/nomination2014users.html>. Forms must be received no later than August 16, 2013.

- [2014 Nominating Committee Roster](#) (PDF 82.6 KB)

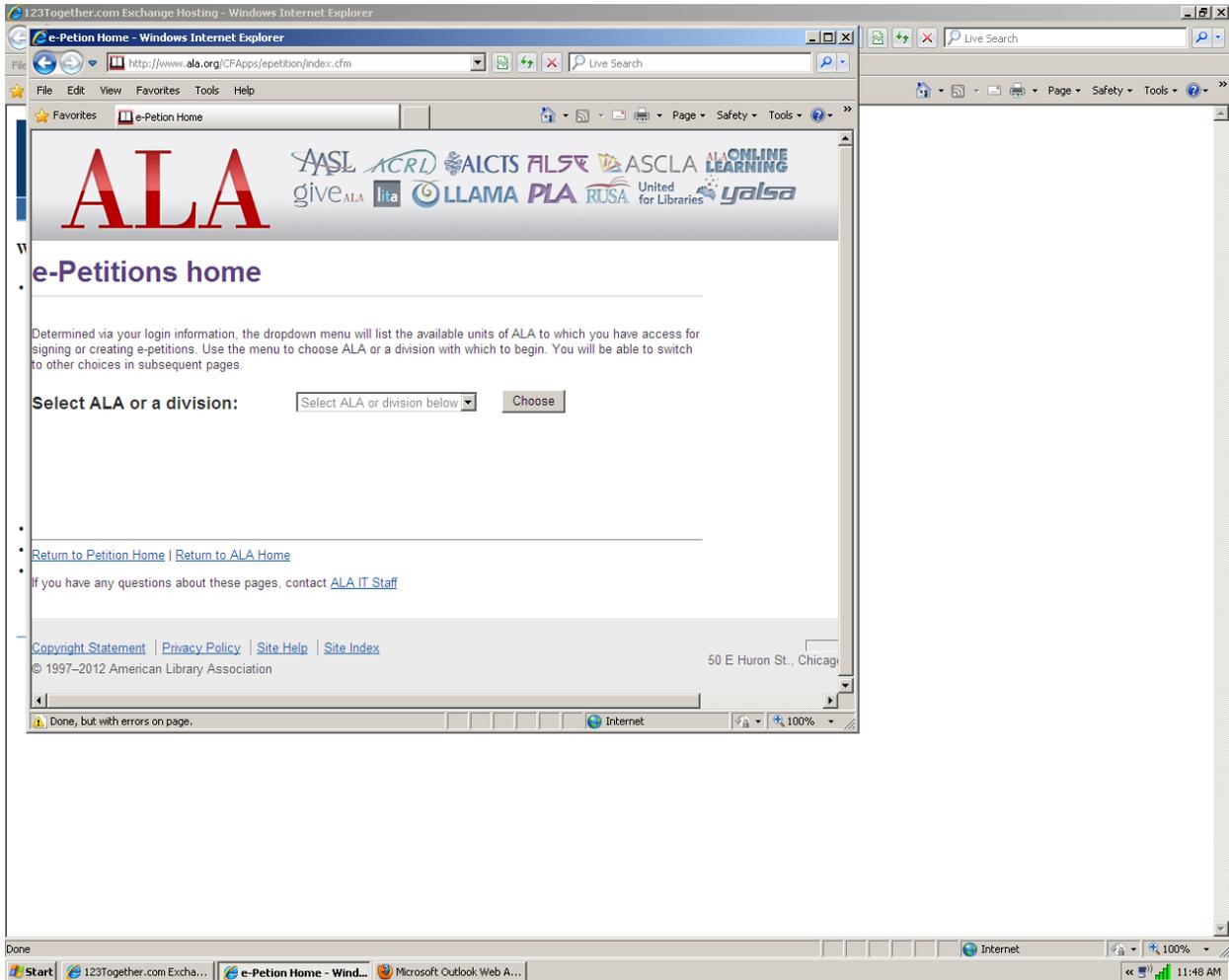
Petition Candidates & E-Petition Form

- [Petition Candidates Biographical Information form](#) (link)
- [Electronic Petition Form](#) (link)

In addition to the Petition Candidate Biographical Information Form (link above), individuals wishing to appear on the 2014 ballot as a petition candidate for the office of ALA President-Elect, or ALA Councilor-at-Large must complete a petition form with the signatures of no fewer than 25 ALA current personal members. This link will take you to an electronic form that can be used for this purpose. This form must be filed with the ALA Executive Director **no later**

Start Document1 - Microsoft ... ALA Election Informat... 12:10 PM

3. Login using your ALA member ID and password. It will bring you to the e-petitions home page:



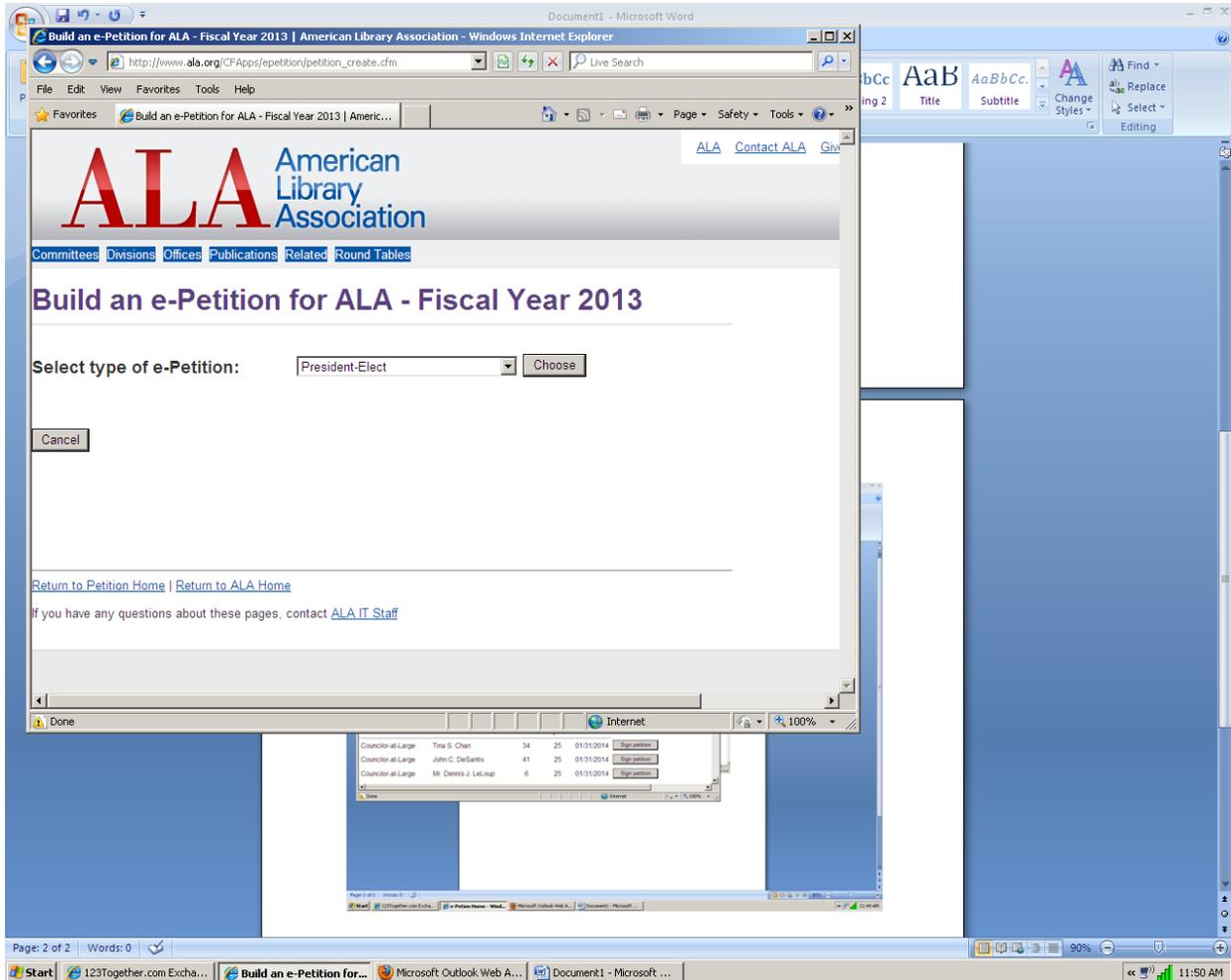
4. Select "ALA" → Create new e-petition

The screenshot shows the ALA e-Petitions website in Internet Explorer. The page title is "e-Petitions home - ALA". The ALA logo is prominently displayed at the top left. Below the logo, there are navigation links for "Committees", "Divisions", "Offices", "Publications", "Related", and "Round Tables". The main content area features a section titled "e-Petitions home - ALA" with a dropdown menu set to "ALA" and a "Change" button. Below this is a "Create a new e-petition for ALA" button. A section titled "e-Petitions for your signature, based on your membership data" contains a table with the following data:

Petition type	Petition for	Number received	Number required	Deadline	
Councilor-at-Large	Tina S. Chan	34	25	01/31/2014	Sign petition
Councilor-at-Large	John C. DeSantis	41	25	01/31/2014	Sign petition
Councilor-at-Large	Mr. Dennis J. LeLoup	6	25	01/31/2014	Sign petition

The browser's address bar shows the URL "http://www.ala.org/CFApps/epetition/index.cfm". The taskbar at the bottom shows the Start button and several open applications, including "123Together.com Excha...", "e-Petition Home - Wind...", "Microsoft Outlook Web A...", and "Document1 - Microsoft ...". The system clock in the bottom right corner shows "11:49 AM".

- That will bring you to a page reading “Build an e-petition for ALA – Fiscal year XXXX. Select the position for which you wish to petition.



- The form will be pre-populated with your name, title, institution and address. You must enter your name as you want it to appear in the signature line of the petition. Click “Preview petition.”

The screenshot shows a web browser window displaying the ALA e-Petition creation page. The page header includes the ALA logo and navigation links. The main heading is "Build an e-Petition for ALA - Fiscal Year 2014" with a "SAMPLE ONLY!" warning box. Below this, a notice states the petition is available until 01/31/2014. A form contains pre-filled fields for Name (JoAnne M. Kempf), Job Title (Dir/Office of ALA Governance), Institution (American Library Association), Department, Address (50 E Huron St), City (Chicago), State (IL), and Zip (60611-2788). A signature line is pre-filled with "JoAnne Kempf". Buttons for "Preview petition" and "Cancel" are visible. The browser's status bar shows an "Error on page" message.

Build an e-Petition for ALA - Fiscal Year 2014 | American Library Association - Windows Internet Explorer

http://www.ala.org/CFApps/epetition/petition_create.cfm

ALA Contact ALA GiveALA Join ALA Login

ALA American Library Association

Committees Divisions Offices Publications Related Round Tables

Build an e-Petition for ALA - Fiscal Year 2014

SAMPLE ONLY!

This petition will be available to accept signatures until 01/31/2014

Name: JoAnne M. Kempf
Job Title: Dir/Office of ALA Governance
Institution: American Library Association
Department: _____
Address (required): 50 E Huron St
Address 2: _____
City: Chicago
State/Province: IL
Zip/Postal Code: 60611-2788
Country: _____

Type your name in as you want it to appear in the signature line of the petition:
JoAnne Kempf

Preview petition
Cancel

Error on page.

Page: 4 of 4 | Words: 3

Start | 123Together.com Excha... | Build an e-Petition for... | Microsoft Outlook Web A... | Document1 - Microsoft ... | 11:56 AM

- The next screen will show you how the petition will appear to the people who want to sign it. If all appears satisfactory, click "Create e-petition."

Build an e-Petition for ALA - Fiscal Year 2014

Below is a preview of your petition:

Election - Petition deadline is: 01/31/2014

American Library Association

This Petition for individuals wishing to run for the office of ALA President-elect, Treasurer, or Councilor-at-Large must contain the signatures of no fewer than 25 ALA current personal members in order to be valid. In addition to the Petition, all candidates must complete a Biographical Information/Statement of Professional Concerns form available at <http://cs.ala.org/petition/login/login.cfm>. Information provided on this form will be used in compiling the ballot for the spring election. Both the Petition and the Biographical Information/Statement of Professional Concerns form must be submitted **NO LATER THAN 9:00 a.m. Central Standard Time on January 31, 2014.**

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

JoAnne M. Kempf
Dir/Office of ALA Governance
American Library Association
50 E Huron St
Chicago, IL 60611-2788

to the ALA Ballot for the position of
Councilor-at-Large

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

JoAnne Kempf

Signature

The Text above is the preview of what your e-petition will look like.

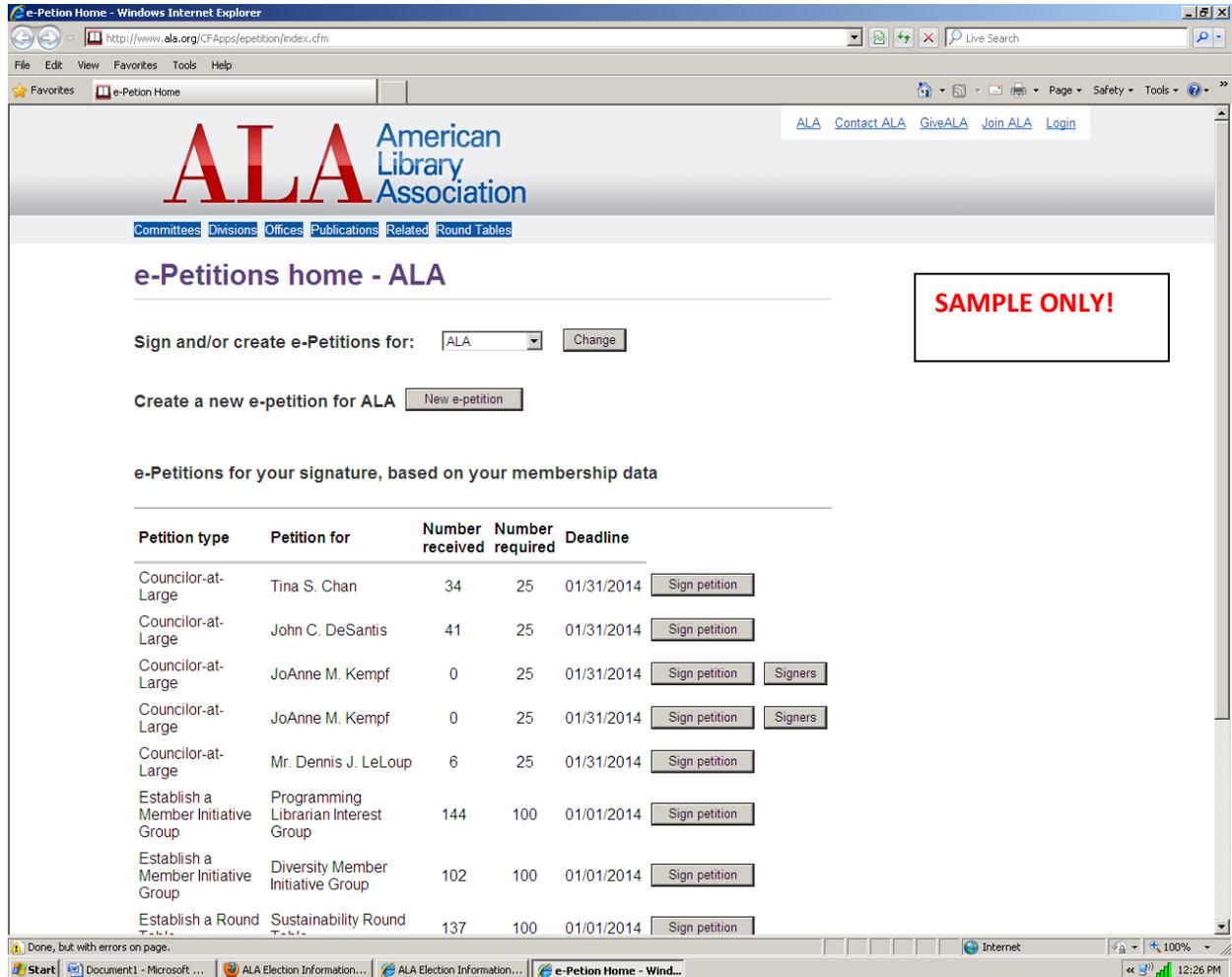
To submit your petition click the 'Create e-Petition' button.
To make changes, use the 'Go Back' button below.

SAMPLE ONLY!

Done, but with errors on page.

Start | 123Together.com Excha... | Build an e-Petition for... | Microsoft Outlook Web A... | Document1 - Microsoft ... | Internet | 100% | 11:57 AM

- That will bring you back to the e-petition home page and your name will appear in the list of the other petitions that have been created.



- You will receive an email that says:

“Your petition for *[position]* was just created. If you would like to directly access it or share with colleagues, simply click or forward the following link: *[[link]]*. Only current members of ALA will be able to access your petition.”
- You may then forward that link to all of the individuals whom you would like to sign your petition. They will click “Sign petition” and will be brought to the signature page where they will be requested to enter their ALA member ID and name.
- ALA staff will receive an email alerting them that your petition has been created and they will receive a second email once 25 signatures have been affixed to your petition.