

**2016 ELECTION SCHEDULE
AMERICAN LIBRARY ASSOCIATION**

DATE	ACTION
March 1, 2015	SBS opens Bio Application for ALA President-elect, Treasurer, and Councilor-at-Large
April 2, 2015	SBS begins building Bio Application for DSRs
May 20, 2015	SBS opens Bio Application for DSRs
June 12, 2015	Biographical Information Form Closes for new Nominated Officer Candidates only . No new forms can be created, but form will be accessible to already registered individuals to make changes
June 12, 2015	SBS opens Bio Application for Petition Candidates (President-elect, Treasurer, and Councilor-at-Large)
Dec 10, 2015	Close Bio-App for ACRL Ballots 5-22.
Dec 10, 2015	Officer Ballot 00: Close Bio-App for Nominated Councilors only. President, Treasurer, and Petition Candidates will remain open until January 28, 2016
Dec 17, 2015	For the Councilor Ballot only – ALA Governance Office furnishes master list of nominated candidates with Bios.
Jan 7-13, 2016	ALA Midwinter Meeting in Boston. Many ALA staff out of office through 1/13/16.
Jan 28, 2016	Close Bio-App for ALA Officers and Petition Candidates for Council.
Jan 28, 2016	Close Bio-App for Divisions, Sections & Round Table (DSR) Ballots and Bios.
Feb 4, 2016	Divisions, Sections & Round Tables (DSRs) provide Governance Office final ballots.
Feb 11, 2016	ALA Governance furnishes a revised master list of nominated and petition candidates, as well as a master list of approved candidates for President-Elect, Treasurer, Council, and Bylaws.
Feb 15, 2016	SBS sends JoAnne Kempf ALL messages that need review/modification, including: No email bounce letter, Website cover page, Exiting ballot message, Remember to vote reminders, Parked ballot reminders
Feb 16, 2016	ALA provides member database information to SBS for email testing.
Feb 25, 2016	SBS to conduct <u>E-mail Test</u> and report the number of e-mail bounces to ALA. All bounce backs and duplicated e-mail addresses will be mailed credentials.
Mar 2 – Mar 4, 2016	ALA to review web ballot. During the review, any errors or inaccuracies should be documented. The Election Committee will review for information purposes only.
Mar 4, 2016	ALA makes necessary adjustments to the ballot and tests the Web ballot with SBS.
Mar 9, 2016	ALA gives final authorization to SBS' Web design.
Mar 15 to Mar 18, 2016	Election Opens: SBS opens Web balloting site. <u>Broadcast email announcing that the election polls are open</u> (members #, pass code, and instructions will be furnished). Bounce backs and members without email addresses will be sent credentials via USPS 3-21-16.
Mar 23, 2016	Beginning on 3-23-16, SBS will supply on a daily basis, a report outlining: ballots distributed, total votes, total eligible voters and response rate by web and paper compared to the 2015 Election data.

Apr 1, 2016	SBS to request confirmation of 2017 ballot positions for ALA and DSR Ballots.
Apr 9, 2015	Final day to mail paper ballots to members with Disabilities and no Internet Access.
Mar 30 & Apr 6	Email reminders to members who have not entered their ballot or have parked ballots.
Apr 22, 2016	Election closes: SBS closes voting site. Polls close on Friday @ 11:59 PM CDT
Apr 28, 2016	Provide Write-in Candidate names to verify members in good standing. Deliver by 10:00 AM
Apr 28, 2016	SBS tabulates and delivers electronic results by 5:00 PM Central via secure file transfer group drive.
Apr 29, 2016	Election committee meets at ALA Headquarters, 10:00 AM, to certify election results. SBS will provide discussion/support remotely.