

**2017 ELECTION SCHEDULE
AMERICAN LIBRARY ASSOCIATION**

DATE	ACTION
March 1, 2016	SBS opens Bio Application for ALA President-elect and Councilor-at-Large
April 4, 2016	SBS begins building Bio Application for DSRs
May 16, 2016	SBS opens Bio Application for DSRs
July 8, 2016	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
Oct 5, 2016	SBS opens Bio Application for Petition Candidates (President-elect and Councilor-at-Large)
Dec 6, 2016	Officer Ballot 00: Close Bio-App for Nominated and Petition Council candidates only. Form remains open for ALA president-elect through Jan. 26, 2017
Dec 9, 2016	Close Bio-App for ACRL Ballots 5-22.
Dec 16, 2016	For the Councilor Ballot only – ALA Governance Office furnishes master list of all candidates with Bios.
Jan 19-24, 2017	ALA Midwinter Meeting in Atlanta. Many ALA staff out of office through 1/24/17.
Jan 26, 2017	Close Bio-App for ALA Officers (President-elect)
Jan 26, 2017	Close Bio-App for Divisions, Sections & Round Table (DSR) Ballots and Bios.
Feb 2, 2017	Divisions, Sections & Round Tables (DSRs) provide Governance Office final ballots.
Feb 9, 2017	ALA Governance furnishes a revised master list of nominated and petition candidates, as well as a master list of approved candidates for President-Elect Council, and Bylaws.
Feb 15, 2017	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 15, 2017	ALA provides member database information to SBS for email testing.
Feb 23, 2017	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 1 – Mar 3, 2017	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 3, 2017	ALA makes necessary adjustments to the ballot and tests the Web ballot with SBS.
Mar 10, 2017	ALA gives final authorization to SBS' Web design.
Mar 13 to Mar 15, 2017	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 3-20-17.
Mar 22, 2017	Beginning on 3-22-17, 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 2016 Election data.

Apr 3, 2017	SBS to request confirmation of 2018 ballot positions for ALA and DSR Ballots.
March 27, 2017	Final day to mail paper ballots to members with Disabilities and no Internet Access.
Mar 20, 27 & 31	Email reminders to members who have not entered their ballot or have parked ballots.
Apr 5, 2017	Election closes: SBS closes voting site. Polls close on Friday @ 11:59 PM CDT
Apr 11, 2017	Provide Write-in Candidate names to verify members in good standing. Deliver by 10:00 AM
Apr 11, 2017	SBS tabulates and delivers electronic results by 5:00 PM Central via secure file transfer group drive.
Apr 12, 2017	Election committee meets at ALA Headquarters, 10:00 AM, to certify election results. SBS will provide discussion/support remotely.