

TO: ALA Executive Board

RE: Election Timeline, Process and Campaigning for Officer Positions (President-elect, Treasurer, and Councilor at Large)

ACTION REQUESTED/INFORMATION/REPORT:

1. Approve the updated election timeline
2. Approve the updated campaigning guidelines

CONTACT PERSON:

Julius C. Jefferson, Jr.
ALA President
jjefferson@ala.org

Sheryl Reyes
ALA Governance Office Director
sreyes@ala.org

DRAFT OF MOTION:

The ALA Executive Board approves the updated ALA Election Timeline and Revised Campaigning Guidelines.

DATE: Initial discussion occurred September 2020. Revised document (EBD #12.14.1) presented July 1, 2021 – updates highlighted in red.

BACKGROUND:

In the effort to increase member participation and improve the candidate experience during ALA's national election, the attached proposal outlines a new election timeline and updated Campaigning Guidelines.

ATTACHMENTS:

- Campaign Guidelines
Last amended by the ALA Executive Board in 2009, this document provides a guide for campaigning by candidates for ALA Office. Minor updates to the campaign guidelines are below for the ALA Executive Board consideration.
- ALA Bylaws
Sections of the ALA bylaws relevant to the election are listed as a reference. The proposed changes to the timeline and process *do not* imply any bylaw revisions, only Executive Board approval.
- ALA Guidelines - Election Process & Timeline
Executive Board Document (EBD) #5.7.1 from 2016, created by the 2016 ALA Election Process Task Force, outlines the election process and timeline recommendations.

Background

Campaigning

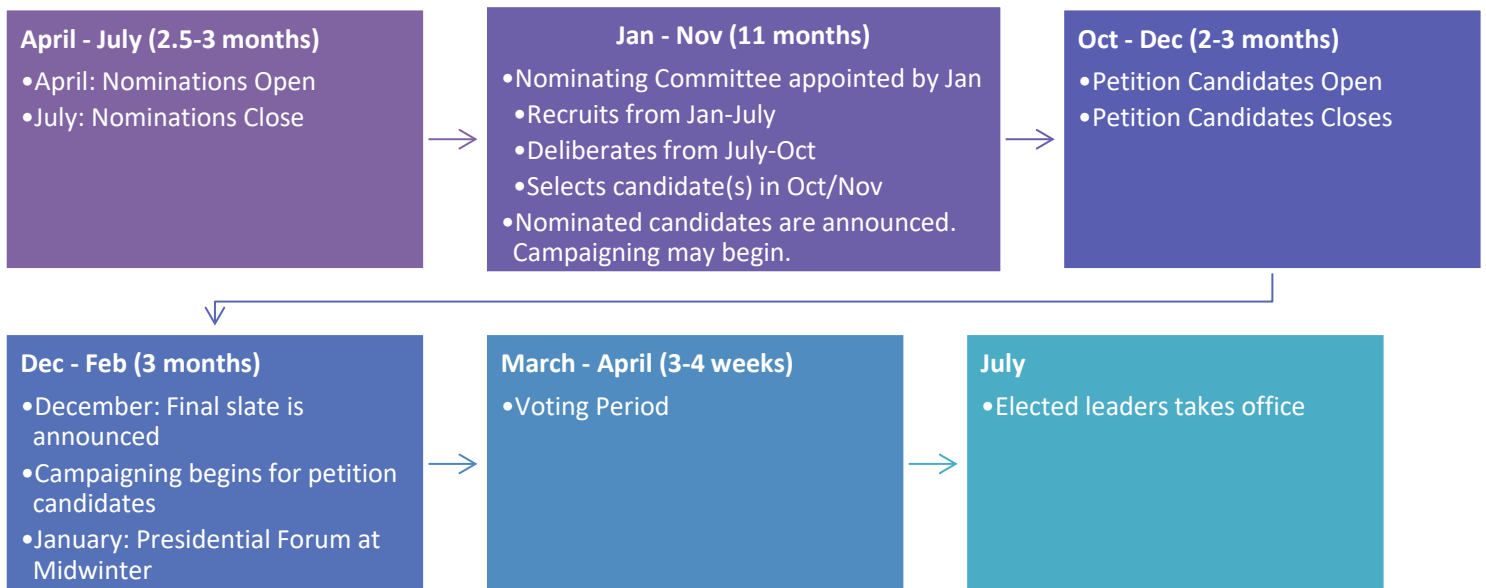
Campaigning begins as early as late September/early October for candidates selected by the Nominating Committee. Petition candidates are announced in December and campaigning begins shortly thereafter. For candidates selected by the Nominating Committee, this results in a total campaign period of five months, which includes two months longer than petition candidates.

Presidential Forum at Midwinter

Traditionally, the Presidential Forums are held during the Midwinter Meetings. Since 2021 is the last year for a Midwinter Meeting, we need to consider how this event will be organized moving forward. The 2021 Virtual Midwinter Event will be the first instance that the Presidential Forum will be held entirely virtual, which will enable more member participation and engagement. In the past, this live event was made available to only Midwinter attendees and later shared via ALA's YouTube channel.

The current election timeline and process for the President-elect & Councilor at Large positions is illustrated in Table 1.

Table 1: Current State - President-elect, Treasurer, & Councilor at Large Election Timeline & Process



Proposal

The proposal reflects the following changes:

1. Nominations Period

The open and close date of the Nomination Form for Officers is moved 3 months later. Instead of a April – July period, the new nominations period would be July – September. This change would shorten the amount of time a potential candidate is approached by the Nominating Committee to when the final slate is announced. This change also means the work of the Nominating Committee is shifted.

2. Consistent Campaign Period

Currently, nominated candidates have an advantage with the opportunity to campaign for a longer period. The proposed timeline allows for all candidates to experience the same campaign period length regardless if the candidate petitioned or was nominated. The campaign guidelines would be updated to reflect that both petition and nominated candidate begin campaigning at the same time (December). This change provides the Nominating Committee more time to deliberate and select the nominated candidates by two additional months and pushes the announcement of the nominated candidates to a later date (November). Nominated candidates will be advised not to officially begin campaigning until the final slate is announced. The petition period will remain the same (October-December).

3. Shorten Campaign Period

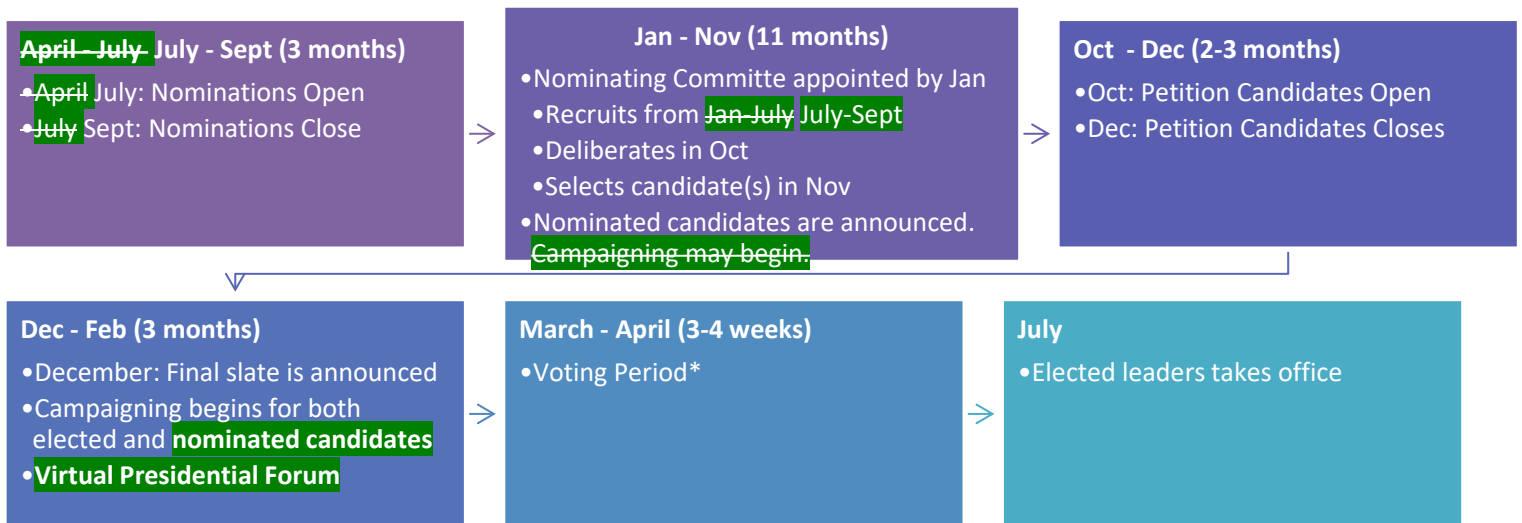
Advantages to shortening the campaign period include an increase in both member and candidate focus and engagement during the election cycle, alleviation of the overall cost to campaign, and equity in time to campaign.

4. Virtual Presidential Forum

Both the ALA Presidential and Executive Board candidate forums are typically held during the Midwinter event. As of 2022, the ALA Midwinter Meetings will sunset. Transitioning from an in-person forum to a virtual forum prior to the election fosters inclusivity as more members are able to participate. The campaign guidelines need to be updated to reflect this change.

The proposed election timeline and process for the President-elect & Councilor-at-Large positions is illustrated in Table 2.

Table 2: Future State - President-elect, Treasurer & Councilor at Large Election Timeline & Process (highlighted in green are the suggested changes)



*Shortening the Voting Period was discussed and is still a consideration up for board discussion. In 2016, the voting period was shortened from 5 ½ weeks to 3 ½ weeks.

Guidelines for Campaigning by Candidates for ALA Office

Overview

The process for nominations and elections for candidates for ALA president-elect, treasurer and councilors are governed by the Association's Constitution and Bylaws, Article III, Sections 1-6. The ALA Nominating Committee recommends candidates annually for the position of president- elect and members-at-large for Council and candidates for the position of treasurer every three years. Support is provided to those candidates standing for election for the positions of ALA President-Elect, Treasurer, and Council members-at-large in accordance with guidelines approved by the ALA Council in 1992 that ensure that "there is equality of opportunity for all members of the American Library Association to seek elected office regardless of their personal financial resources or their access to organizational or other financial support." The ALA Executive Director is charged with developing "an election guide for candidates, listing available ALA services and other helpful information." These guidelines are updated regularly to reflect changes in communication technology and other external and internal factors that influence the election process.

Support Provided to Candidates for ALA President-elect and Treasurer

All candidates for ALA President-elect and Treasurer receive the following support from ALA and its units:

- A press release issued by ALA Communication Marketing Office (CMO) announcing the candidates.
- Information on the ALA election web site containing the candidate's photo, biography and statement of professional concerns.
- A link on the ALA election web site to a website maintained by the candidate.
- Mailing labels or email addresses (subject to member communication preferences) for all members ~~listed in the ALA Handbook of Organization~~, provided at no cost.
- Electronic distribution of one message from each of the candidates for President-elect and Treasurer to all ALA members.
- ~~A complimentary meeting room at the Midwinter Meeting preceding the election to hold campaign-related strategy meetings or social events. The candidates are responsible for food, beverage, meeting supplies or any other charges associated with these meetings.~~
- An Association-wide candidates' forum held ~~virtually at the ALA Midwinter Meeting~~ preceding the election.
- ~~A table in the convention center at the Midwinter meeting to display campaign materials.~~
- The publication of full-page candidate's statement in the March issue of *American Libraries*.
- A candidate's statement limited to 300 words included in the ballot distributed to all members.
- A reimbursement of \$1,000 to each candidate for President-elect and Treasurer to help offset the cost of website development, postage, printing and other campaign-related expenses.

Support Provided to Candidates for ALA Council

Following the recommendations that Council approved in 1992, all candidates for ALA Councilor-at-Large receive the following support from ALA and its units:

- A candidate's statement limited to 150 words included in the ballot distributed to all

- members.
- A listing of candidates' names, positions and organizational affiliations published in *American Libraries*.

Use of ALA funds to support the campaigns of individual candidates

Other than the support provided as specified above, no additional ALA funds may be used to support the campaign of any individual candidate for ALA office. ALA policy defines ALA funds as funds of all offices, divisions and round tables. This includes use of budgeted funds for mailings or production of campaign materials or use of staff time to support the candidacy of any individual candidate for ALA office.

Vendor Support

While Council did not adopt specific guidelines for support provided by vendors, the 1992 draft Guidelines also remain the basis for current practice with regard to vendor support:

“Campaign contributions by vendors, either in cash or in kind, have the potential of seriously skewing the election process. Candidates should avoid such contributions; vendors should be encouraged to make financial contributions to recognized ALA endowments and special funds previously established to receive these.”

Campaign ~~Materials~~

Materials: ALA currently has no policies regarding campaign materials. The types, numbers, and distribution of such materials are generally left to the discretion of each candidate. ~~At the ALA Midwinter Meeting, a table in the convention center will be provided to each candidate to display campaign materials.~~

Visits: Candidates may request visits with ALA groups or vice versa (i.e. ALA Divisions, Roundtables, Chapters, Committees, etc.) to campaign. ALA groups need to be mindful of the candidate's time and to ensure fairness and respect is observed for all candidates. Candidates are encouraged to work together during these visits to maximum opportunity and time. ALA does not provide funding for candidate travel during the campaign. All travel arrangements and expenses are the responsibility of the candidate.

Spending: Candidates are expected to use good judgment in their use of financial or other resources available to them in conducting their campaigns. ALA does not have any policies specifically relating to the financing of campaigns. There are no limits on the amount of money a candidate may spend, on the ways in which the candidates choose to finance their campaigns, on whether a candidate may raise money for his or her campaign, or in the way in which they choose to spend the campaign funds raised.

Endorsements

The principle stated in the 1992 Council guidelines is to guarantee “equality of opportunity for all members of the American Library Association to seek elected office regardless of their personal financial resources or their access to organizational or other financial support” and to insure that no candidate is given an advantage by receiving a higher level of support from the Association or its units. Endorsement by an ALA unit constitutes organizational support not available to all candidates. Therefore, ALA units may not endorse candidates. However, for information purposes, divisions and round tables may publish lists of all the members of that division or round table who are running for ALA office in their official communication channels.

Appointed committee chairs, or members of committees may endorse candidates and may use ALA electronic discussion lists to express their support for an individual candidate or candidates for ALA offices, as long as they do not use their official titles or create the impression that they are speaking on behalf of an ALA committee or unit of ALA. Candidates can list endorsers by name, but not by ALA title or office. Executive Board members shall not endorse any candidate in any American Library Association election.

Approved by ALA Executive Board xxxxx

Approved by ALA Executive Board 2008 Fall Executive Board Meeting October 25, 2008

Amended at the 2009 Spring Executive Board Meeting April 25, 2009

ALA Bylaws

Below are sections of the ALA Bylaws that supports the current timeline and process. Changes to the timeline and process may imply bylaw revisions to the following sections. If bylaws do not need to be revised, then changes to the timeline and process may need approval from the ALA Executive Board.

Section 1. A. Prior to each annual conference of the Association, the Executive Board, upon recommendation of the Committee on Appointments, shall appoint an ALA Nominating Committee, no one of whom shall be a member of the Board, to nominate candidates for elective positions.

Section 2. A. The ALA Nominating Committee shall report its nominations at the **midwinter meeting of the Council**. The final list of the candidates' names shall be reported in American Libraries.

Section 3. B. The ALA Nominating Committee shall also include on the official ballot other nominations filed with the executive director by petition of any two hundred (200) members of the Association for the position of President-elect and Treasurer, and twenty-five (25) members of the Association for the position of Councilor-at-Large, **at least four months** before the annual conference, provided written consent of these nominees shall have been filed with the executive director of the Association.

Section 4. B. For every election of the Association, the Committee on Election shall establish a **closing date** for the membership list. Only members in good standing on that date shall receive a ballot and shall be entitled to vote.

Section 4. C. At least **six weeks prior** to the annual conference the executive director shall mail a copy of the ballot to each member of the Association in good standing.

TO: ALA Executive Board

RE: Election Process Task Force

ACTION REQUESTED/INFORMATION/REPORT:

Approval of the recommendations of the task force in the body of the document.

CONTACT PERSON:

Courtney L. Young, chair, Election Process Task Force

DATE: June 1, 2016

BACKGROUND:

Recommendations from the task force.

ATTACHMENTS:

- Election Process Task Force Recommendations
- Appendix A: Confidentiality Statements in Nominating Communication Process
- Appendix B: Proposed ALA Elections Calendar

Election Process Task Force

The charge of the task force is to review the process for conducting ALA elections and make recommendations for new and/or revised policies as needed. The review might include but is not limited to:

The timing of the election process, from the time of eligibility (or the work of the Nominating Committee) through the final counting of ballots, including the length of time people may self-nominate.

Review and possible revision of ALA information on ALA nomination vs. self-nomination process.

Review and possible revision of the number of names needed on petitions by petition candidates.

Review and possible revision of the content of communication, regarding confidentiality during Nominating Committee correspondence with potential nominees.

The task force has met four times since being appointed. Once during the ALA Midwinter Meeting in Boston, MA, and via conference call in February, March, and April. The task force has also worked via a closed task force listserv. JoAnne Kempf and Lois Ann Gregory-Wood also provided us with a number of documents from past groups tasked to tackle similar issues to provide additional context for our work.

At our initial meeting, we discussed our charge and prioritized our work. We framed our discussion and subsequent discussion in a very practical way: What problem are we trying to solve?

1. "Review and possible revision of the number of names needed on petitions by petition candidates."

The task force members considered the current policy regarding the minimum number of names (signatures) needed to run by petition for ALA President-elect, ALA Treasurer, and ALA Councilor-at-large. The majority of task force members felt twenty-five (25) was still an appropriate number for those seeking to run by petition for Councilor-at-large. We do not recommend a change to the number of signatures required to run for Councilor-at-large.

We were initially split on the minimum number of names (signatures) needed to run for ALA President-elect and ALA Treasurer. Some felt a higher number would be more appropriate given the responsibilities of the positions. Others also factored in the work of the Nominating Committee to bring forward two candidates. While some potential signature numbers were mentioned, ranging from one hundred to one thousand, the task force asked JoAnne Kempf provide the group with some petition signature data to inform its potential recommendation. After further discussion, we came to a recommendation we felt was appropriate for the two offices: two-hundred signatures. This recommendation is in recognition of the significant role and work of each officer and the significant role of the Nominating Committee to identify, recruit, and slate candidates for these offices. The task force is also aware this change needs to be referred to Constitution & Bylaws.

The task force recommends any candidate running for ALA President-Elect or ALA Treasurer by petition must obtain a minimum of 200 petition signatures in order to be placed on the ballot as a candidate. The task force further recommends this proposed change to Bylaws Article III, Section 3 (b) be referred to the ALA Constitution and Bylaws Committee.

2. "Petition versus nominated candidates."

The task force agreed that after the initial announcement of a candidate running by petition for ALA President-elect or ALA Treasurer, there was no need for any other communications to indicate the candidate is a petition candidate. JoAnne has sent us several ALA officer candidate information documents. We considered ways to make it clear how these paths to nomination differ with regards to becoming a candidate and the relevance of that path once someone is a candidate.

The following language has been added to the ALA Election Information page on the ALA website. Similar language will appear in any press releases announcing petition candidacies:

Individuals who were not selected by the Nominating Committee may run for office by petition. Members who are interested in running for office by petition may do so by completing a petition form with the signatures of no fewer than 25 ALA current personal members. In addition to the petition itself, members must complete the Petition Candidate Biographical Information Form. Once the petition process is completed, petition candidates and nominated candidates are treated exactly the same. They are not differentiated on the ballot because they are on equal footing and are all viable candidates for these positions.

The chair feels this could also make for a very good infographic and encourages the Governance Office staff to work with the ALA Social Media team to make use of the available in-house software to design one.

The task force recommends adding explanatory language regarding the non-differentiation of petition candidates vs. nominated candidates in any press releases announcing petition candidates.

3. "Review and possible revision of the content of communication, regarding confidentiality during Nominating Committee correspondence with potential nominees."

Much of our discussion in this area was related to the need for confidentiality and its impact on the Nominating Committee doing its work effectively. This is of particular concern with potential candidates for President-elect. Larry Neal, Tyrone Cannon, Barbara Ford, and Aaron Dobbs volunteered to 1. review the current process (as informed by our conference call conversation) and bring recommendations to the task force and 2. review a new script for contacting prospective candidates and make any recommendations. The small group made several recommendations that were affirmed by the task force. The small group's marked up proposed changes are in Appendix A. The final recommendations are in Appendix B.

The task force recommends adoption of the “Confidentiality statements in nominating communication process” document (Appendix A).

4. “Election Time Line”

In our investigation of the election time line, the task force members were particularly interested in the deadline for running as a petition candidate for ALA President-elect and ALA Treasurer; time between the end of voting and the announcement of winners; length of the open voting period; and the announcement of nominated candidates.

JoAnne Kempf provided us with a time line for the nomination and election process as it currently stands. This provided us with a picture of the process allowing us to make recommendations that do not "break" the process in such a way to cause unforeseen disruption to the work of ALA staff, particularly as it relates to Division and Round Table candidates.

There was agreement the deadline for running by petition should be the same for ALA President-elect, Treasurer, and Councilor-at-large. Our recommendation is to close petitions the first Wednesday in December.

A common question about the election process is "why does it take a week to get election results?" JoAnne Kempf checked with SBS, ALA's ballot provider, regarding how long it takes to get results once the ballot has closed. The SBS contact provided a very thorough answer noting "the length of time to complete the ALA election reports can be summed up by saying, it is an extremely large election with many different moving parts to it." Major contributors to this include "size and complexity given the number of ballots, candidates, bylaws, and write-ins" and "Officers ballot Report and Division/Section/Round Table reports are sorted into their separate files for delivery to ALA, in a manner for ALA to distribute to appropriate Directors."

The task force anticipated this would be the most challenging, complex, and critical part of our discussions and recommendations. After a number of discussions via email and conference call, we arrived at recommendations we feel address the concerns of those who consider running (either by nomination or petition) and vote in the election.

Our recommendations for changes to the election time line include:

- a. Shorten the voting period to three weeks from the current five-and-one-half weeks
- b. Open elections the second Monday in March
- c. Close elections the first Wednesday in April
- d. Announce results the second Wednesday in April

The rationale for the Monday-Wednesday open/close is because the ballots are emailed over the course of three days, so closing on Wednesday allows the members who receive their ballots on the third day a full three weeks to vote.

The rationale for a three-week voting period is to provide sufficient time for any requested paper ballots to be sent and returned.

Announcing the results the second Wednesday in April will avoid Spring Executive Board meeting and the associated activities going on that week.

The task force recommends changing the election time line as outlined in the “Proposed ALA Elections Calendar” document (Appendix B).

5. “Candidate Endorsements”

We had a lively discussion regarding candidate endorsements. There was agreement any endorsements taking place on an ALA email listserv should come from an individual and only be signed using that person's name and not reflect their role on a board, committee, etc. If they want to add credentials, they may include "ALA Personal Member". Guidelines or tips might want to suggest those writing such a message double check their email signature settings to avoid accidentally adding any ALA leadership affiliation credentials.

Many task force members also felt there should be a very clear list of those who cannot endorse a candidate when they are in a particular role. This list includes:

- Current ALA President
- Current ALA President-elect
- Current ALA Immediate Past President
- Current ALA Treasurer
- Current ALA Executive Board members
- ALA Nominating Committee chair
- ALA Nominating Committee members
- ALA Election Committee chair
- ALA Election Committee members
- All ALA Staff

The task force recommends adoption of the list of elected officers, board members, appointed Nominating Committee members, and ALA staff who cannot endorse candidates.

A question was raised whether the list of those who cannot endorse should include members currently seated on any elected board across the association (divisions and round tables). There was discussion as to how expanding the list did or did not align with the Operating Agreement. At this time the task force suggests those elected to division and round table boards consider following the recommended guidelines for endorsements on ALA email listservs and endorse as personal members.

The task force recommends that as much as possible, any changes the Board approves be put in place for the 2017 elections.

The task force would like to acknowledge and thank JoAnne Kempf and Lois Ann Gregory-Wood for their support in allowing the task force to conduct and complete its work.

Respectfully submitted,

- Courtney L. Young, chair
- Tyrone Cannon
- Aaron Dobbs
- Tyler Dzuba
- Barbara Ford

Sarah Ann Long
Larry Neal
Jim Rettig
J. Linda Williams

JoAnne Kempf, ALA Staff Liaison
Lois Ann Gregory-Wood, ALA Staff Liaison

Confidentiality statements in nominating communication process

Nominations Process

Current process as shared on the call:

- At the start of the process the Nominating Committee creates a list of ***potential*** candidates for president-elect (and treasurer every three years).
- The committee members usually divvy up the list and start contacting the potential candidates to determine their interest in possibly being slated.
(At this point they are not being asked if they want to run for office; they are just being asked if they would be willing to be considered.)
- The potential candidates are advised that everything must remain confidential; they are not to spread the word that the Nominating Committee has contacted them and that they are thinking about it, or they might run, or whatever.
- Once the Nominating Committee has a final list of individuals who would be willing to be considered they usually rank the individuals and come up with the top two individuals they would formally like to invite to run for office.
- The chair of the committee contacts the top two candidates and tells them that the committee would like to place them on the ballot.
(They are again reminded that this remains confidential until the slate is final & neither individual is told who their opponent is until both have accepted at which point the chair contacts them again to tell them who their opponent is.)
- If an individual declines, the chair moves down the list in rank order and contacts the third, fourth, etc., individual until there are two individuals willing to run for office.
- The Nominating Committee does not use email to discuss any potential candidates' attributes. Any discussions about candidates are done on conference calls or face-to-face meetings at Annual Conference.
- However, updated spreadsheets of potential candidates have been posted to ALA Connect.

Recommended Changes to Script

Yellow highlights are recommended changes to the script

- Your name has been suggested by a colleague as a potential [Presidential, Council, Treasurer] candidate in the 20XX ALA election.
- As a member of the Nominating Committee, I hope that you will agree to have your candidacy considered by the committee. At this point we are only collecting names to be considered by the committee; this is not a confirmation that you will be placed on the ballot.
- If you are interested in being placed on the list of potential candidates, please complete the "Candidate Biographical Information Form" which can be found at [URL]. You will be able to edit your form further if you are asked to run. If you tend to be difficult to reach over the summer please be sure to include a personal phone number where you can be reached. The deadline for completing the form is [date].

NOTE: The form does not collect contact information. Contact information is provided by the staff liaison based on what is in the member database.

Appendix A: Confidentiality Statements in Nominating Communication Process

[Note: recommend adding request for “preferred contact information” to the Candidate Biographical Information Form]

- Details about running for office, including job descriptions for ALA President, Treasurer, and Councilor-at-Large, can be found on the ALA website: <http://www.ala.org/aboutala/governance/alaelection>

[FOR PRESIDENT AND TREASURER CANDIDATES:]

- As we will likely be making our decisions during the summer, what is the best way to contact you?
- At this point the names of all potential candidates are to be kept confidential. It is very important, for the nominations process that the nominations process is kept confidential. Please do not publicly announce that you are being contacted about your interest in the following position.
- You may of course discuss this opportunity with your family, close friends/mentors, and your employer, but we do ask that you not “spread the word” broadly or publicly until your candidacy has been confirmed. We expect to have a decision by [TENTATIVE DATE]. All candidates will be notified one way or another about the Committee’s decision.
- Thank you!

Original (unchanged) Script

Sample “Script” when contacting potential candidates:

- Your name has been suggested by a colleague as a potential [Presidential, Council, Treasurer] candidate in the 20XX ALA election.
- As a member of the Nominating Committee, I hope that you will agree to have your candidacy considered by the committee. At this point we are collecting names to be considered by the committee; this is not a confirmation that you will be placed on the ballot.
- If you are interested in being placed on the list of potential candidates, please complete the “Candidate Biographical Information Form” which can be found at [URL]. The deadline for completing the form is {date}.
- Details about running for office, including job descriptions for ALA President, Treasurer, and Councilor-at-Large, can be found on the ALA website: <http://www.ala.org/aboutala/governance/alaelection>

[FOR PRESIDENT AND TREASURER CANDIDATES:]

- At this point the names of all potential candidates are to be kept confidential. You may of course discuss this opportunity with your family and your employer, but we do ask that you not “spread the word” until your candidacy has been confirmed.
- Thank you!

Appendix A: Confidentiality Statements in Nominating Communication Process

The ALA Nominating Committee is charged with developing a slate of candidates for President-elect (1-2 candidates), Treasurer (1-2 candidates every 3 years) and Councilor-at-Large (typically minimum of 50 candidates to fill 33 vacancies).

YEAR 1

Midwinter	Newly appointed Nominating Committee meets with outgoing Nominating Chair and an ALA staff member. Nominating Committee begins seeking potential candidates.
Second Wednesday in April	Biographical form for self-nomination and those asked to run opens. “Call for Nominees” distributed. E-mail message sent to encourage Council candidates who did not win in previous election to submit forms for next election.
Annual Conference	“Call for Nominees” article published in COGNOTES.
Second Wednesday in July	Form for self-nomination and those asked to run closed.
Last Wednesday in September	Deadline for Nominating Committee to complete slate. Slate e-mailed to ALA Executive Board. Slate announced via a press release.
First Wednesday in October	Form for running by petition opened.
Late October	Nominating Chair presents Committee report to Executive Board during Fall Executive Board meeting.
First Wednesday in December	Deadline for filing to run by petition. (May require a bylaws change for Article III, Sec 3(b), wherein acceptance of nominating petitions is required “at least four months before the Annual Conference.”) Form for running by petition closed.
Mid-December	Deadline for president-elect and treasurer candidates’ web pages to be launched.

Appendix A: Confidentiality Statements in Nominating Communication Process

YEAR 2

First week of January	Full slate of nominated and petition candidates appears in AL Direct. (Would require a bylaw change to Article III, Sec 2(a): “The ALA Nominating Committee shall report its nominations in the American Libraries not less than three weeks before the Midwinter meeting of the Council. At that meeting, the names of the candidates shall be announced.”)
Midwinter	Nominating Chair presents report at Council/Executive Board/Membership Session. Officer Candidates Forum.
First Monday in March	Special “election edition” of AL Direct distributed.
Second Monday in March	Ballot sent/polls open. (Complies with Article III, Sec 4(b), wherein ballots must be mailed at least six weeks prior to the Annual Conference.)
3 weeks after polls open	Polls close
One week after polls close	Certification of election results by Election Committee. Candidates notified and elections results report distributed.