

AMERICAN LIBRARY ASSOCIATION PERSONNEL POLICY MANUAL

Item Number 508

Page 1 of 2

ALA ELECTIONS
STAFF CODE OF CONDUCT

Reviewed 8/06

Introduction

The purpose of this code of conduct is to provide guidance to individual staff members, assure candidates and members that all staff will follow the same policies and procedures, and protect the integrity and validity of the Association's elections. The ALA staff should maintain objectivity and neutrality in all aspects of the annual ALA elections, both from the operational standpoint (processing, candidate requests for information, etc.) and in respect to personal interaction with candidates, members and other staff. The ALA staff should strive not to reveal candidate preference or engage in activities, which may contribute to the election of a particular candidate. Members and candidates should respect and support staffs efforts to abide by this code of conduct by not placing staff in a compromising situation that could lead to questions about their neutrality.

Policies

1. Staff will comply with all formal election policies and procedures and schedules as established by the ALA bylaws.

Bylaws, Article III, Policy 4. (See Handbook of Organization)

2. Staff will not publicly endorse or indicate non-support for any candidates. This would include, but is not limited to, staff support of campaigns, involvement in strategy-setting sessions, participation in closed campaign events (including receptions and parties) and offering or granting "special" support service not available or offered to other candidates. Staff are free to attend candidate public forums but their participation as questioners or commentators should be carefully considered as their neutrality and objectivity may be questioned.
3. Staff will not contribute funds nor work for any candidate.

This would include monetary contributions and contributions of time. Since frequently, the distinction between working hours and "free time," is unclear, particularly for exempt staff and particularly during Midwinter Meeting or Annual Conference, this policy does

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Page 2 of 2

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extend to staff "free time" as well as during the official workday.

4. Staff will respond to candidates' requests for information or services in an equal and objective manner.

Requests for information and/or services that are not readily available or that necessitate significant staff time will be referred to the Executive Director for response.

The Executive Office is responsible for coordinating the provision of information and support to ALA level candidates (president, treasurer, council) and that questions about these matters should be referred to that office. Questions about information on support for divisional or roundtable candidates should be referred to the appropriate ALA unit. General questions about the role of staff in the election process or about the election should be referred to the Director, Operations and Support (staff liaison to Election Committee).

5. Staff is authorized to honor requests from members to purchase ALA membership labels to be used to mail campaign literature. The labels will be discounted 30% off regular vendor prices.
6. Staff who participate in conducting the annual ALA election will do so in a discretionary and objective manner.

Ballot returns are considered confidential information and as such are to be kept in a secure area that is not accessible to staff or others not directly involved in processing ballot returns.

Staff who participate in processing ballot returns will not monitor or sample returns nor respond to any inquiries regarding ballot return information from candidates, members or other staff.

Staff will not seek nor divulge information regarding the status of election returns or final tallies until returns and totals are audited and results formally released by the ALA Elections Committee.