DATE	ACTION
April 1, 2014	SBS receives authorization for DirectVote® services from ALA.
April 2, 2014	SBS begins building Bio Application
May 15, 2014	SBS opens Bio Application
August 14, 2014	Biographical Information Form Closes for Nominated Councilor-at-Large Candidates.
Dec 11, 2014	Close Bio-App for ACRL Ballots 5-22.
Dec 11, 2014	Officer Ballot 00: Close Bio-App for Nominated Councilors only. President and Petition Candidates will remain open until February 6, 2015
Dec 18, 2014	For the Counselor Ballot only – ALA Governance Office furnishes master list of nominated candidates with Bios. Bios transmitted to SBS on or before 12-22-13
Jan 30-Feb 3, 2015	ALA Midwinter Meeting in Chicago. Many ALA staff out of office through 2/3/15.
Feb 6, 2015	Close Bio-App for ALA Officers and Petition Candidates for Council.
Feb 6, 2015	Close Bio-App for Divisions, Sections & Round Table (DSR) Ballots and Bios.
Feb 12, 2015	DSRs provide Governance Office final ballots.
Feb 19, 2015	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 19, 2015	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
Mar 4, 2015	SBS to conduct E-mail Test and report the number of e-mail bounces to ALA. All bounce backs and duplicated e-mail addresses will be mailed credentials.
Mar 11 – Mar 13, 2015	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 13, 2015	ALA makes necessary adjustments to the ballot and tests the Web ballot with SBS.
Mar 16, 2015	ALA gives final authorization to SBS' Web design.
Mar 24 to Mar 27, 2015	**Election Opens:** SBS opens Web balloting site. Broadcast email announcing that the election polls are open (members #, pass code, and instructions will be furnished). Bounce backs and members without email addresses will be sent credentials via USPS 3-27-15.
Apr 1, 2015	Beginning on 4-1-15, 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 2014 Election data.
Apr 1, 2015	SBS to request confirmation of 2016 ballot positions for ALA and DSR Ballots.
Apr 16, 2015	Final day to mail paper ballots to members with Disabilities and no Internet Access.
Apr 7 & Apr 14	Email reminders to members who have not entered their ballot or have parked ballots.
May 1, 2015	**Election closes:** SBS closes voting site. Polls close on Friday @ 11:59 PM CDT
May 7, 2015	Provide Write-in Candidate names to verify members in good standing. Deliver by 10:00 AM
May 7, 2015	SBS tabulates and delivers electronic results by 5:00 PM Central via secure file transfer group drive.
May 8, 2015	Election committee meets at ALA Headquarters, 10:00 AM, to certify election results. SBS will provide discussion/support remotely.